DYNASCAPE

design

v6

User's Manual

1 Installing DynaSCAPE Design 1.1

How to Use This Manual 1.2
Typographical Conventions 1.2
Other Terminology 1.3

Installation of DynaSCAPE Design 1.4
Installation Overview 1.4
System Requirements 1.4
Required Skills 1.5
Pre-Installation Checklist 1.6

Checking for Internet Updates 1.11

Uninstalling DynaSCAPE Design 1.12

2 Getting Started 2.1

Starting DynaSCAPE Design 2.2
Starting the DynaSCAPE Design Program 2.2
Software Activation 2.2
When DynaSCAPE Design Opens for the First Time 2.3

What is a Prototype Drawing? 2.4
Opening a Prototype Drawing (Template) 2.4
Understanding Prototype Drawing Names 2.5
How to Choose a Prototype Drawing 2.5

Main Features of the DynaSCAPE Interface —Overview 2.7
Working with Toolboxes 2.7
Opening, Closing, and Minimizing Toolboxes 2.8
Switching Between (Rolling-Over) Toolboxes 2.9
Resizing Toolboxes 2.9
Opening Nested Tools 2.11

Working with Panels 2.14

Modifier Panels 2.14

Visibility Toggles 2.15

The Program Titlebar 2.19

The Prompt Line 2.19

Command Line Interpreter (CLI) 2.20

A Tour of the Button Bars 2.22

The Top Button Bar 2.22

The Toggle Bar 2.23

Inference Settings 2.24

The Copy Toggle 2.26

The Sidebar Folders 2.26

The DynaSCAPE Sidebar Folder 2.28

Tables and Modes Controls 2.30

The Select and Revise Toggles 2.31

Editing the Active List 2.32

The Figures Sidebar Folder 2.32

The Favorites Sidebar Folder 2.34

The Imaging Sidebar Folder 2.35

Drawing Navigation 2.37

Zooming Using the Mouse Wheel 2.37

Panning Using the Mouse Wheel 2.37

The other Zoom Tools 2.38

Opening and Saving a Drawing Exercise: 2.41

How to Save a Drawing 2.41

Saving Over a Network Not Recommended 2.42

Saving to a Removable Storage Device is Unsafe 2.42

Saving a Drawing Manually 2.42

Saving a Drawing Automatically: The Autosave Command 2.44

How to Close a Drawing 2.45

Exiting DynaSCAPE Design 2.46

3 Opening a DynaSCAPE Drawing 3.1

Opening a DynaSCAPE Drawing 3.2

Opening a DynaSCAPE Design Sample Drawing 3.2

Working with Multiple Drawings 3.3

Opening a Version 2.0/2.5 (Legacy) Drawing or Project Bundle 3.4

If Your Drawing Will Not Open 3.5

Deleting Unneeded Project Management Files 3.5

Converting a 4.x Drawing to 5.x or Newer 3.7

How Do I Know if My Drawing is Version 4.x or Version 5.x and Newer? 3.7

Can I Convert a Pre-Version 4.x Drawing to 5.x or Newer? 3.8

Why Do I Need to Convert my Drawings to 5.x or Newer? 3.8

How to Convert a Drawing to 5.x and Newer Format 3.9

Limitations of Converted Drawings 3.10

File Management 3.12

How DynaSCAPE File Management Differs from Older Versions 3.12

Resetting Windows Explorer to Show File Extensions 3.13

Backing Up and Protecting Your Work 3.15

Program Resources 3.16

Additional Resources 3.16

4 Menus, Settings and Controls 4.1

Pull-Down Menus 4.2

The Environment Menu 4.3

System Settings 4.4

Command Aliases and Keyboard Shortcuts 4.5

The Drawing Page Settings 4.9

Viewing and Editing the Data Format Settings 4.11
Grid, Axis and Snap Tool Settings 4.13
Background Color of the Drawing Page 4.15

Inference Settings 4.18

Performance Settings 4.23

Changing Performance Settings 4.23

The Entity Menu 4.24

Changing Global Text Settings 4.24
Changing the Global Text Size or Font (no leader) 4.25
Changing Label Text Settings (Dimension Text) 4.26
Changing Leader Settings 4.29

The Tools Menu 4.33

The Data Selection Panel 4.33
The Coordinate Tracking Panel 4.34
The Overview Panel 4.35
Instream Commands 4.35

The Windows Menu 4.37

Content Help 4.38

5 **Using the Tables** **5.1**

Tables Overview 5.2

Layers and Screen Colors 5.2
Layers and Modes 5.2

Layers 5.3

The Importance of Layers 5.3
The Layer Table Editor 5.5

Line Styles 5.6

Creating New Line Styles 5.6

Line Weights 5.8

The Line Weight Table Editor 5.8

Fonts 5.10

Display Colors 5.11

Editing the Color List 5.11

Modes 5.13

How Modes Work 5.13

When to Use Modes 5.14

The Drawing Mode Selector 5.14

Display Modes—Multi-Layer 5.14

Display Modes—Single Layer 5.16

Editing Modes 5.16

Why Drawings Can "Go Blank" 5.17

6 **Basic Drawing Tools 6.1**

Modifier Panels and Calculators 6.2

The Draw [Creation] Toolbox 6.4

Drawing Lines 6.5

Draw a Line 6.6

The Coordinate Tracking Panel 6.7

Using Bearings (and DMS) to Draw Property Lines 6.8

Draw a Horizontal Line 6.10

Draw a Vertical Line 6.11

Draw a Line Vertically or Horizontally Snapped 6.12

Draw a Line Parallel to Another Line 6.13

Draw a Line Perpendicular to Another Line 6.14

Draw a Line Tangent to Two Arcs 6.15

Draw a Line Tangent to an Arc 6.16

The Building Outline Tool 6.18

Why Building Outlines are Drawn this way 6.19

How to use the Building Outline Tool 6.20

Using the Snap Lines Orthographically Option 6.22

Closing the Building Line 6.23

Option 1 - Using Close Outline: 6.24

Option 2 - Manually: 6.25

Drawing Polylines. 6.28

The Polyline Tool 6.28

Drawing a Smooth (curved) Polyline: 6.29

Additional Polyline Tools 6.32

Drawing Rectangles 6.34

Drawing Polygons 6.36

Drawing Arcs 6.39

Insert an Arc Between Two Locations Defining the Chord 6.39

Insert an Arc 6.40

Insert an Arc Between Two Locations 6.41

Insert an Arc Through Three Locations 6.41

Insert an Arc Tangent to Two Locations 6.42

Insert an Arc Using an Outside Tangent to an Entity 6.43

Using Bearings (and DMS) to Draw Property Line with Arcs 6.43

Drawing Circles 6.48

Insert a Corner Radius 6.49

Hatch and Generic Patterns. 6.51

Inserting Generic Patterns (Sections) 6.51

Hatch Pattern Tools 6.53

Using the Hatch and Generic Pattern Tools 6.55

Drawing Ellipses. 6.60

Drawing an Ellipse 6.60

Drawing an Elliptical Arc 6.61

7 Basic Editing and Dimensioning Tools 7.1

The Edit Toolbox 7.2

Moving and Copying Objects 7.2
Offset or Move Lines by an Absolute Parallel Distance 7.4
Resizing Objects by Scale Ratio 7.6
Mirroring Objects Across a Location 7.8
Exploding Objects into Individual Lines and Arcs 7.9
Rotating Objects 7.11
Aligning Objects to Another Line or Object 7.14
Offsetting Figures Along an Existing Line 7.17
Inserting Points Along a Line 7.19
Joining Lines to Make Polylines 7.23

Trimming and Extending Tools 7.24

Trim (clip) Lines to Closest Intersections 7.24
Trim or Extend Lines 7.25
Trim or Extend Lines to Form a Corner 7.26
Trim Between Selected Lines 7.26
Trim or Extend Lines to Another Line 7.27
Trim (shorten) Lines by a Specific Distance 7.28
Trim or Extend Lines to a Specific Length 7.29

Break (Divide) Tools 7.31

Breaking (Dividing) Lines 7.31
Break Lines at Closest Intersection 7.31
Break Line at a Location 7.32
Break Lines at an Incremental Distance 7.35

Area Measuring Tools 7.38

Measure Area by Drawing a Closed Polyline 7.38
Measure an Enclosed Area by Selecting the Boundary 7.39
Measure an Enclosed Area by Selecting an Interior Location 7.40

Length Measuring Tools 7.42

Measure the Distance Between Two Locations 7.42

Measure the Length or Perimeter of Selected Lines 7.43

Measuring Angles 7.45

Measure the Angle Between 2 Lines 7.45

Dimensioning Tools 7.46

Insert a Linear Dimension 7.46

Insert a Horizontal Dimension 7.47

Insert a Vertical Dimension 7.48

Insert a Horizontal Baseline Dimension 7.49

Insert a Vertical Baseline Dimension 7.50

Insert a Radius Dimension 7.51

Insert an Angle Dimension 7.53

Outline a Figure for Hatching. 7.54

Uncluster a Figure 7.55

8 **Deleting and Revising Entities 8.1**

Erasing Objects 8.2

The Delete Entities Tool 8.2

Object Grips 8.3

Stretching Objects Using Grips 8.3

Grip Tools: Move, Rotate, Resize and Mirror 8.4

Revising Object Appearance and Settings 8.7

Revising Objects Using the Settings Tables 8.7

Revising Objects Using the Edit Entity Attributes Panel 8.8

Revising Objects Using the Revise Entity Attributes Tool 8.9

Revising Entities Within A Figure 8.10

9 Inserting and Editing Text 9.1

Text Types in DynaSCAPE 9.2

Inserting Text (no leader) 9.3

Text Modifier Panel Options 9.3

Insert Text Tool 9.5

Insert Text Between Three Points Tool 9.5

Insert Text Parallel to a Line 9.6

Insert Text Above Existing Text 9.7

Insert Text Below Existing Text 9.8

Insert Text Extracting the Attributes of Existing Text 9.9

Insert Text Attached to a Text Node 9.10

Insert Text Along a Flowing Line 9.11

Inserting Text with a Leader 9.13

Revising Text (no leader) 9.17

Revising Text Using the Edit Entity Attributes panel 9.17

Revising Text Using the Edit Entity Attributes panel 9.18

Revising Text Using the Font Settings Tables 9.19

Revising Text with a Leader 9.21

Revising Text of a Single Label 9.21

Revising Text and Properties of a Multiple Labels 9.22

Revising Text, Font Style, Font Size and Leader 9.22

Changing Global Text Settings 9.24

Changing the Global Text Size or Font (no leader) 9.24

Changing Label Text Settings (Dimension Text) 9.26

Changing Leader Settings 9.28

Text Shortcuts 9.32

10 Selecting and Filtering Entities 10.1

Selecting Objects 10.2

Selecting Objects by Clicking on Them 10.2

Using a Left-to-Right Selection Window 10.3

Using a Right-to-Left Selection Window 10.4

Selecting All Objects in a Drawing..... 10.4

Working with Layer Controls 10.6

Locking a Layer 10.6

Using an Entity Filter 10.7

Isolating Layers Using Modes 10.9

11 Working with Library Figures 11.1

Selecting and Inserting a Library Figure 11.2

Finding and Choosing a Library Figure 11.2

Inserting a Library Figure 11.3

Clustering a Library Figure 11.8

How to Cluster a Library Figure..... 11.8

Why Do Figure Libraries Fail to Load or Seem to Disappear?.....11.12

Creating a Custom Library Figure 11.14

Adding a New Library 11.14

Before Adding a New Figure 11.15

Adding A Figure to a Library.....11.21

Managing the DynaSCAPE Figure Libraries 11.26

How to Find the Library Manager 11.26

The Library Manager Panel 11.27

The Library Manager Controls 11.27

How to Activate a New Figure Library 11.28

Setting the Library Layer Override 11.29
Sort the Figure Libraries 11.31
Figure Ordering Controls 11.32

12 Labeling Plants & Design Elements 12.1

The Plant Labeling Panel 12.2
1. What are My Plants? 12.2
2. What is the Online Plant Database? 12.3
3. What are My Favorites? 12.3
Choosing your Source of Plants for Labeling 12.3

Exploring the Plant Label Panel 12.7

Creating a Local Database of Plants (My Plant List) 12.8
The Plant List Editor 12.8
Adding Plants to My Local Plant List 12.9

Matching Plants to the Online Plant Database 12.22
Matching and Updating Plants Individually 12.22
Matching Plants Using the Batch Matching Wizard 12.24
Using Custom Images for My Plants (New!) 12.28
Plant Sizes in the Plant List Editor 12.29
Creating and Managing Multiple Lists 12.32
Creating a List of Favorites 12.33
Finding Plants for Labeling 12.34

Placing a Softscape Label 12.42
Auto-Minimize 12.42
Auto-Rounding 12.42
Layer Override 12.43
Determining the Quantity 12.43
Inserting a Plant Label Using AutoCount 12.44

Inserting a Plant Label Using a Measuring Tool 12.45
Inserting a Plant Label by Entering Quantity Manually 12.46
Available Labeling Styles 12.49
Using Keyed Labels (with leaders) 12.50
Inserting Plant Schedules 12.54

Setting up your Design Labels (for Materials) 12.60

Exploring the Design Label Panel 12.60
Creating a List of Design Labels 12.61
Finding and Inserting Design Labels 12.63
Linking a Design Label to a Material or Kit 12.67

Using Estimating Labels. 12.71

Finding and Inserting Estimating Labels using Manage Website 12.72
Finding and Inserting Estimating Labels using Legacy Q/M 12.73

Creating a Material List from a Drawing. 12.74

Exporting a Material List from a Drawing to Word/Excel 12.74

Creating a Quote from a DynaSCAPE Drawing 12.77

Grouping Labels into Work Areas for Manage360 (Manage Website) and Legacy Q/M .. 12.77
Exporting to DS|Manage360 (Manage Website) 12.80
Exporting to Legacy Q/M (DS|Quote or DS|Manage) 12.80

Creating a Plant Picture Catalogue (PDF). 12.84

13 **Working With Raster Images 13.1**

About Raster Images in DS|Design 13.2

Best Practices for Raster Images 13.2
Unique Tools for Raster Images 13.2
Raster Image Names 13.3
Inserting Raster Images 13.3

Raster Image Files and DS|Design Drawings 13.3

Finding and Inserting Plant Images 13.4

Searching for Plant Images at dynascape.com 13.4

Searching for Plant Images in My Plants.....13.7

Searching for Custom Images 13.9

Searching for Plant Images by Label 13.11

Inserting a Raster Image from a File 13.13

Raster Troubleshooting 13.14

Moving and Resizing a Raster Image. 13.15

Moving a Raster Image (no border)..... 13.15

Moving a Raster Image With a Border..... 13.15

Resizing an Image to the Drawing Scale 13.17

Editing or Removing a Raster 13.19

Changing the Raster Name 13.19

Adjusting the Raster Location 13.20

Turning Raster Visibility On and Off 13.20

Permanently Removing a Raster Image..... 13.21

Tips for Scanning Lot Plans..... 13.21

How to Resize a Picture using Paint 13.22

14 **Printing and Saving as an Image File 14.1**

Printing DynaSCAPE Drawings (no images) 14.2

Printing Drawings Without Images (black output) 14.2

Printing Drawings with Raster Images 14.6

Missing Figures When Printing 14.9

Saving a Drawing as a JPEG or Adobe PDF 14.10

Choosing an Image File Type to Save to..... 14.10

Saving a Drawing as a JPEG Image 14.10
Changing Output Colors to Black 14.12
Saving a Drawing as an Adobe PDF 14.13
Resetting the PDF Writer 14.15

Sending a Drawing Out to a Print Shop 14.16

Print Shop Prints Are Too Light 14.16
Print Shops vs. Your Own Printer? 14.16

15 Design Tutorial: Part I 15.1

The DynaSCAPE Design Tutorial 15.2

Drafting the Base Plan 15.3

Selecting a New Drawing Sheet (Prototype) 15.3
Drawing the House Outline 15.3
Drawing the Other Base Plan Elements 15.8

Drawing the Hardscape Elements 15.20

Drawing the Walkway and Step 15.20
Inserting the Walkway Border and Patterns 15.27
Drawing the Plant Bed Line 15.34

Adding Library Figures to the Design 15.39

Inserting the Rocks 15.39
Inserting the Shrub Symbols 15.40
Inserting The Boxwood Hedge 15.42
Inserting the Tree Symbols 15.46
Making a Backup File for a Drawing 15.51
Clustering the Plant Symbols 15.52

Adding the Titleblock 15.54

Placing the North Arrow 15.57

16 Design Tutorial: Part II 16.1

Labeling the Plants 16.2

Labeling Design Elements (Hardscapes) 16.7

Setting up the Design Labeling List 16.7

Labeling the Design Elements.....16.9

Adding the Text and Labels 16.12

Simple Text Labels..... 16.12

Inserting Text With a Leader..... 16.15

Inserting Plant Images 16.17

Searching for Plant Images by Label 16.17

Creating a Material List 16.20

Creating a Plant Picture Catalogue (PDF) 16.22

Printing the Drawing 16.25

17 Importing & Exporting AutoCAD® Drawings 17.1

Importing an AutoCAD® Drawing into DynaSCAPE 17.2

Step 1: Importing an AutoCAD® Drawing.....17.2

Step 2: Resizing the Imported Drawing.....17.5

Step 3: Editing the Imported Drawing 17.6

Troubleshooting AutoCAD® Importing 17.8

Exporting Drawings to AutoCAD® Format 17.10

Importing NuPoints® Site Capture Pro data 17.13

Redrawing the Building Outline..... 17.15

18 Customizing and Other Advanced Topics

18.1

Creating Custom Prototypes (templates) 18.2

Creating Custom Titleblocks 18.5

Setting Up a Custom Titleblock 18.5

Saving a Custom Titleblock 18.7

Customizing Toolboxes 18.9

Editing Existing Toolboxes 18.9

Creating a New Toolbox 18.12

Copying into a New DynaSCAPE Prototype 18.14

Hatch Pattern Scale Chart 18.15

1

Installing DynaSCAPE Design

Topics covered in the Preface:

- ✓ Disclaimer
- ✓ Installation of DynaSCAPE Design
- ✓ Checking for Internet Updates
- ✓ Uninstalling DynaSCAPE Design

Introduction to this Guide

How to Use This Manual

This manual is meant to be read from start to finish and contains information necessary to familiarize you with the basic features found in DynaSCAPE, to give you a high level of proficiency with the program.

Typographical Conventions

- *Italics* are used for new terms whose definition will follow the introduction of the term.
- **Boldface** is used for emphasis.
- Terms in square brackets, such as [Ctrl], [Esc], [Shift], [F1], refer to keys on the keyboard. Keyboard sequences are described in the following manner: "Use the shortcut [Ctrl + A]. (Hold [Ctrl] and press [A].)" Or, "Hold the [Ctrl] key and press [H]."
- Command paths are described as follows: **Environment | Drawing Page** means click the Environment button from the menu and the Drawing Page from the pull-down menu displayed.
- *Notes: Notes call your attention to important points, and are formatted in italics.*
- Instructions or other information displayed in DynaSCAPE's Prompt Line or Command Line Interpreter (CLI) are given in Arial font, for example, "Select 'from' translate location".

Mouse and Keyboard Conventions

In DynaSCAPE (as in all Windows programs) there is a shared convention about two-button mouse commands. The following list defines some common terminology:

- **Choose** is equivalent to the terms **click**, **select**, and **Click**.
- **Click** means to click and release the left mouse button once and is equivalent to the terms Click and select.
- **Right-click** means to click and release the right mouse button. Clicking the right mouse button is often equivalent to pressing the [Spacebar], which is used primarily to indicate that a selection process is complete.
- **Click and drag** means to click and hold the left mouse button down while you move the mouse and drag an object to a new location with it.
- **Double-click** means to click the left mouse button rapidly two times.

Click means to click and release the left mouse button once and is equivalent to the terms **click**, **choose** and **select**.

Other Terminology

- Pictorial buttons on the screen are often referred to as icons in the manual; buttons with text names are referred to simply as buttons.
- Pressing the pull-down menu Help >> Contents >> Index will allow you to search DynaSCAPE's Help topics for any term.

Installation of DynaSCAPE Design

Installation Overview

Before installing DynaSCAPE Design, read and understand this section to ensure your installation proceeds smoothly. Make sure your *workstation*(s) are properly prepared for installation to save time and effort. Attempting to install on a workstation that does not meet basic system requirements creates performance problems, software failure, or even system problems. Consult the **System Requirements** section within this chapter to ensure your workstation meets the basic requirements.

Note: — Software problems can stem from a variety of sources, but the source of most installation problems stem from an improperly configured workstation.

Important

Please take a few minutes to review the pre-installation checklist to ensure that the target computer meets/exceeds the minimum system requirements.

System Requirements

The following are the *recommended* system requirements for DynaSCAPE Design:

- Windows XP® with Service Pack 3 or higher, 32-bit only
- Windows Vista® with Service Pack 2 (with all Windows updates)
- Windows 7® with 32-bit or 64-bit operating systems (recommended)
- Windows 8.1 with 32-bit or 64-bit operating systems
- Microsoft .NET Framework 3.5 or later
- Install Windows with the English version or set the language to English (may need to download a language pack)
- 1 gigahertz (GHz) 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) of system memory (RAM)
- 512MB video card with support for DirectX 9 graphics
- Minimum screen resolution of 1024 x 768 pixels
- Microsoft Internet Explorer TM 8 or later
- Internet connection (updates and access to the online plant database)

Note: *Office Suite 2003*™ *(*or later) software is required for exporting materials to *Excel*™ and *Word*™. *Adobe Reader* ™ software is required for exporting plant picture catalogues.

Required Skills

- **Basic Windows Proficiency** including file creation, deletion, moving, and attaching files to e-mail messages.

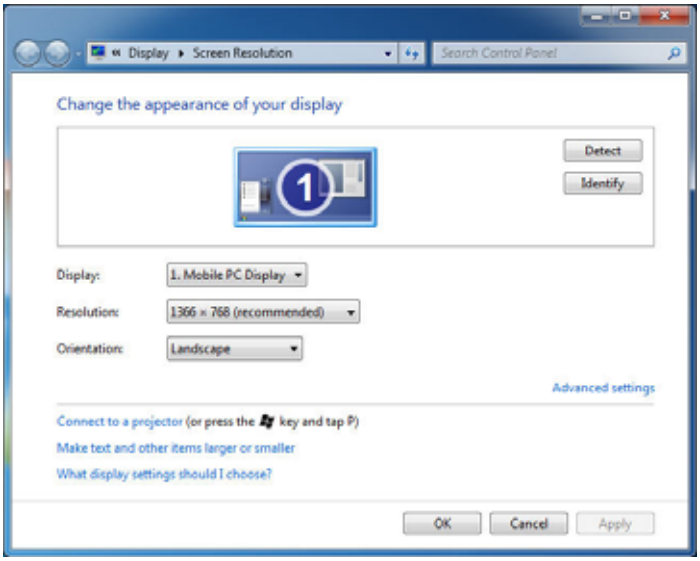
Note: DynaSCAPE Software's Technical Support **cannot help users** whose workstations do not meet the basic requirements described above. Technical Support **cannot walk users through** the operation of Third Party applications (programs other than DynaSCAPE Design and the DynaSCAPE Online Plant Database).

Did You Know...

To get information about your operating system, processor speed, and RAM, simply right-click your **My Computer** icon and select **Properties**. The **General** tab displays your system information.

To display/set your monitor's resolution, right-click anywhere on your desktop (i.e. make sure you are not right-clicking an existing icon or shortcut), then select **Display** (or click on **Personalize** and then **Display** and then **Adjust Resolution**).

Your Screen resolution must be set at a minimum of 1024 x 768. DynaSCAPE Design supports screen resolutions greater than 1024 x 768, but nothing less.



To find out how much free space is on your hard disk, open a **My Computer** window. Right-click the drive on which you wish to install DynaSCAPE Design, (typically your **C:** drive) and make sure the drive's **Free Space** reads at least 800MB. *Note: 1GB = 1000MB.* If it's less than 1GB then free up some space before installing.

Pre-Installation Checklist

If your system requirements are sufficient for DynaSCAPE Design installation, run through the following pre-installation checklist. The pre-installation checklist is particularly important for workstations that have access to the Internet. Spyware, adware, trojans and other viruses are often the causes for installation difficulties.

- ☐ Uninstall any older versions of DynaSCAPE software (Garden Graphics Software) that may have been installed on this workstation. **Remember:** for maximum protection, back-up and copy any existing Legacy DS|Quote/Manage (or IRIS) databases to another location, either a different directory on your hard drive or to a removable media device such CD, DVD or USB drive, before uninstalling**.** (Legacy Quote or Manage do not need to be uninstalled for DynaSCAPE Design Version 6.)

- ☐ Scan for and remove any viruses from the workstation. If no anti-virus software is installed on the workstation, it is highly recommended that some be installed. Viruses can affect the proper installation of any software. If the workstation does have anti-virus software installed, ensure that the virus definitions are up-to-date.

- ☐ Scan for and remove any spyware or adware from the workstation. If the workstation is or has ever been connected to the Internet, it is highly recommended that all spyware or adware be removed from the workstation using anti-spyware software. If you don't have anti-spyware software installed, download an appropriate spyware removal software package and clean the workstation.

- ☐ Reboot the workstation. Rebooting the workstation clears any applications that may be lingering in memory and restarts all the necessary system services.

Did You Know...

There are several, excellent free versions of both anti-virus and anti-spyware applications available on the Internet. The software can be downloaded, installed and updated at no cost to you.

Before selecting any “free” software however, get some recommendations from someone knowledgeable in the field. Some free anti-spyware applications are actually spyware in disguise and must be avoided.

Note: These free products are intended for non-commercial use. Please make sure you meet the licensing requirements before installing and using their software, and note that DynaSCAPE Software will not provide support with regards to these programs.

Important:

1. Prior to starting the installation, turn off (or disable) all firewalls and virus scanning software.

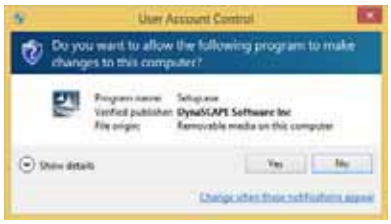
2. After installation is complete, please check for updates.

3. Once the update process is complete, the firewall and virus scanning can be re-enabled.

---

1. **Install DynaSCAPE Design.** Insert the USB into your computer. and the USB content should automatically appear. If it fails to appear, press the Windows Start button then type “D:\DynaSCAPEInstall.exe”, where D: is the letter associated with your USB drive. If your USB drive is associated with another letter, type that letter instead.

2. When you see the **User Account Control** , click Yes to continue with the installation. The **Install Shield Wizard** appears on the screen, which will guide you through the installation process.


User Account Control
Do you want to allow the following program to make changes to this computer?
DynaSCAPE Software Inc
Removable media on this computer
Show details
Yes
No

3. The first panel is the Welcome Screen. Click **Next.**

DynaSCAPE Design Setup
License Agreement
Design & Business Management Software
for all Landscape Professionals
Click View to open the DynaSCAPE End User License Agreement in your Web Browser. You will require an Internet Connection to view the license.
View
DynaSCAPE
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install DynaSCAPE Design, you must accept this agreement.
< Back
Yes
No

4. The second panel is the License Agreement. Read the agreement carefully and if you agree, click **Next**.

5. The third panel called the **Customer Information** will prompt you to type your name and the name of your company (insert if applicable).

6. Type in the valid serial numbers you have been given.

Note: Serial numbers are case sensitive.

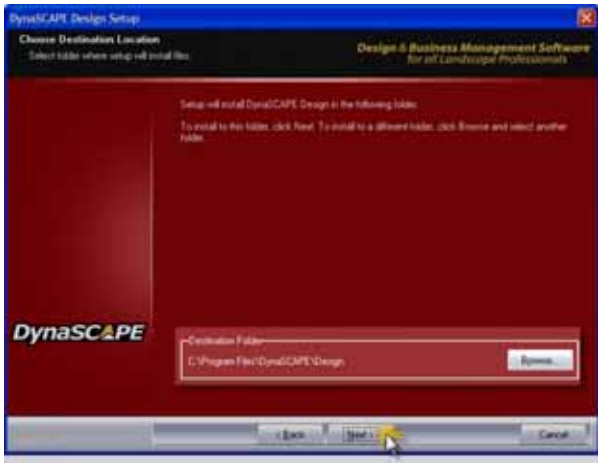
Important

Attach your serial numbers to the back of your DynaSCAPE Design CD case and store your case somewhere safe and accessible. You will need your serial numbers should you ever be required to reinstall DynaSCAPE Design.

Select the **Next** button when you are ready to proceed.

7. The fourth panel called **Choose Destination Location** allows you to either proceed with the default installation of the program to the **C:** drive in your computer, or to use the Browse button to choose an alternative location for

the installation of the program. It is recommended it use the default drive **C.** Click **Next**.



8. The installation will begin. It may take a few minutes to install.

9. Click **Finish** to complete the installation. DynaSCAPE Design is ready to use.

10. Check for updates by going to **Start | (All) Programs | DynaSCAPE Design| Check for Updates**. If an update is available, click **Yes** to begin the update process.

Checking for Internet Updates

Periodically, DynaSCAPE Software will release updates to the DynaSCAPE Design. These updates are free for all users with an active subscription. Typically, updates will provide bug fixes, product enhancements, or increased usability. Besides updating after the initial installation, we recommend that you check for updates on at least a monthly basis, or whenever the software is re-installed.

Updating DynaSCAPE

To check for updates select **Start | (All) Programs | DynaSCAPE | Design| Check for Updates**. If an update is available, click **Yes** to begin the update process.

Important:

If you are running a version that is more than one year old you may need to check for updates several times to download all the available updates. DynaSCAPE will usually releases two or more updates each year.

Updating to DynaSCAPE Version 6 from an Older Version

If you are running a version older than 5 you cannot update to version 6 via an internet update. Version 6 can only be obtained by a fresh install with a DynaSCAPE Version 6 install CD. You must uninstall any older versions of DynaSCAPE before installing Version 6. Make sure you back up any customizations first.

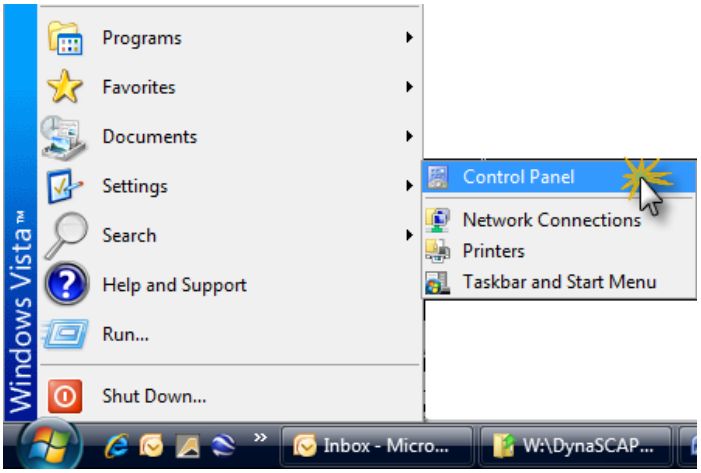
If you are running version 6 you can check for and run updates from your Start button.

Uninstalling DynaSCAPE Design

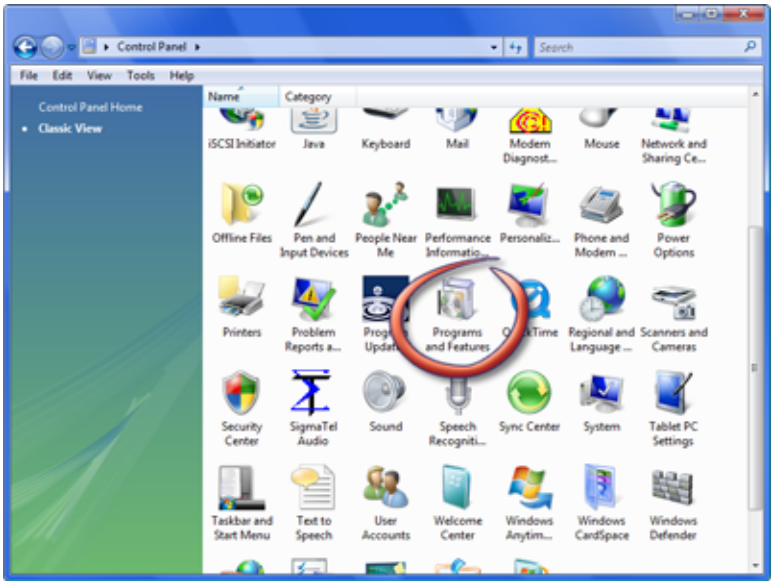
To remove DynaSCAPE Design from your computer, follow these steps:

1. Back up any customizations i.e. library figures, prototypes, hatch patterns

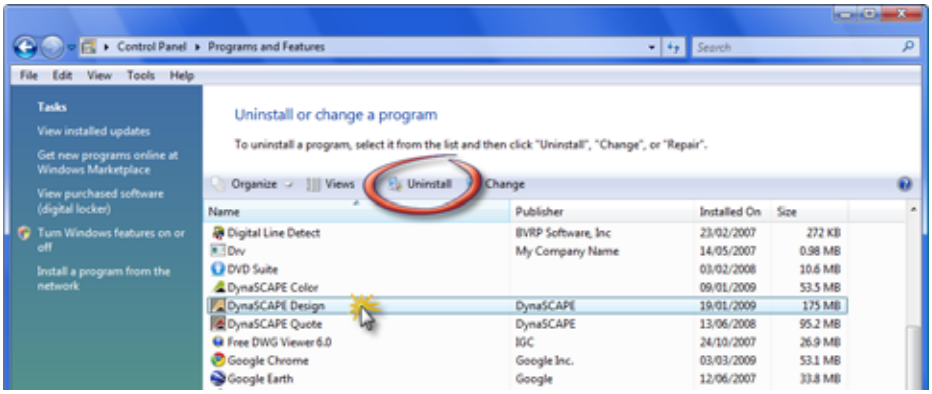
2. Go to the **Windows Control Panel**. The Control Panel can be found either directly in the Start menu or in the Settings submenu of the Start menu.



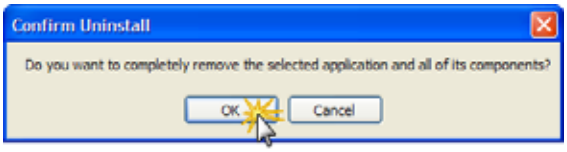
3. Select **Programs and Features** (Vista) or **Uninstall a program** (Windows 7).



4. Choose **DynaSCAPE Design** from the list of programs, then click **Uninstall**.



5. When asked, "Do you want to completely remove the selected application and all of its components?", click **Yes**.



6. When the installation is complete, click **Finish.**

It is best to restart your computer prior to reinstalling DynaSCAPE Design.

2
Getting Started

Topics covered in this chapter:

- ✓ Starting the DynaSCAPE Design program for the first time
- ✓ Opening a new drawing using prototypes
- ✓ Touring the screen: toolboxes, toggles and tools
- ✓ Creating and saving DynaSCAPE Design drawings.
- ✓ Drawing Navigation

Starting DynaSCAPE Design

Starting the DynaSCAPE Design Program

The Windows Setup (installation) program creates a program group and appropriate program icons for the application.

To run DynaSCAPE Design in Windows XP, Vista, 7 or 8.1:

1. Select the DynaSCAPE Design icon on your desktop. The installation routine will create a shortcut icon for DynaSCAPE Design on your Desktop.

2. Select the **Windows Start** button at the bottom-left of your screen. Choose **All Programs > DynaSCAPE > Design > DynaSCAPE Design**.

Software Activation

The first time you run DS|Design, DynaSCAPE will attempt to activate your software license. Activation protects you by ensuring that you have licensed a genuine DynaSCAPE product rather than a counterfeit. Activation protects DynaSCAPE by ensuring that our software is used in accordance with a purchased license. You will not be able to use your DynaSCAPE software if it is not activated.

Important Note about Activation

You need an internet connection for activation, so it is important that your computer is connected to the internet when you start DS|Design for the first time.

Activation will begin automatically when start DS|Design the first time and will only take a few seconds to complete. If your software fails to activate, either because it cannot connect to DynaSCAPE over the Internet or because its use is found not to be permitted, DS|Design will not operate until activation has been successfully completed. The activation process will only run the first time you open DS|Design after installation.

What to do if your Activation is Declined

If your software could not be activated, it could be for the following reasons:

1. You have installed the software on more computers than is allowed under the software license agreement
2. Someone else is using your serial number and has already installed the software
3. You do not have an internet connection or your firewall is blocking the connection
4. Your date, time or timezone is incorrect.
5. The problem is on DynaSCAPE Software's end and needs to be rectified.

If you have installed the software on one or more other computers, you can deactivate those installations to free up one of your activations and try again. You can 'deactivate' the license by going to **Help > Deactivate DynaSCAPE Design...**

If you have problems connecting to the internet or you cannot deactivate the software on another computer or do not have a connection or if you believe you should be able to activate, you can call DynaSCAPE Support at 1.800.710.1900 Ext 1

Click **Cancel** to exit activation, click **Retry** to retry activation or **Manual Activation** to enter an activation code from DynaSCAPE."

Manual Activation

To acquire an activation code should you need one, please call DynaSCAPE at 1.800.710.1900. Enter the code in the field provided in the Manual Activation message box and click **Activate**.

When DynaSCAPE Design Opens for the First Time

When DynaSCAPE Design opens for the first time, the Drawing Window opens to a DynaSCAPE Design prototype with a white background and instructions explaining how to open a new drawing. Close this drawing by selecting the pull-down menu **File | Close All**. You do not need to save this drawing. In the future when you open DynaSCAPE Design, the last drawing(s) that you were working on will be displayed to you. Many menus and features of the program are not accessible (and will look dim or gray) when there are no drawings open in the Drawing Window. In order to access all of the features examined in the pages that follow, we need to open a *prototype drawing*.

What is a Prototype Drawing?

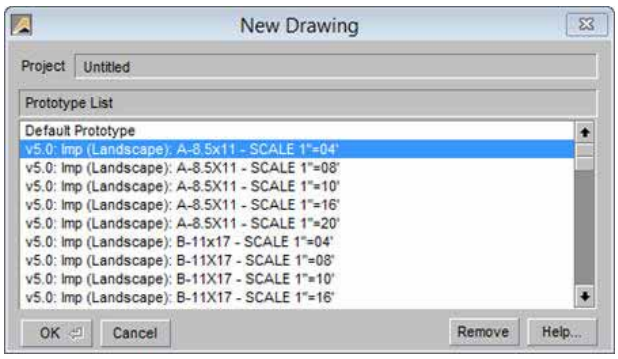
Prototype drawings (also called *Templates*) are designed to make the start-up phase of creating a new drawing quick and easy. They are drawings that have many pre-loaded settings that other programs would require you to set up. These settings include, but are not limited to, line weights, layers and dimension styles for many scales and paper sizes. Choosing one of DynaSCAPE Design's many prototypes will allow you to begin work on drafting your plan immediately.

As you evolve as a DynaSCAPE Design user you may wish to alter the existing prototypes or add new prototypes to the program, which DynaSCAPE Design will allow you to do. However, we strongly recommend that you leave such advanced modifications for later, and start your first projects using the default prototypes that shipped with the software.

Opening a Prototype Drawing (Template)

Select the first button (or icon) in the Top Button Bar, "Activate a new drawing", to open the New Drawing panel.

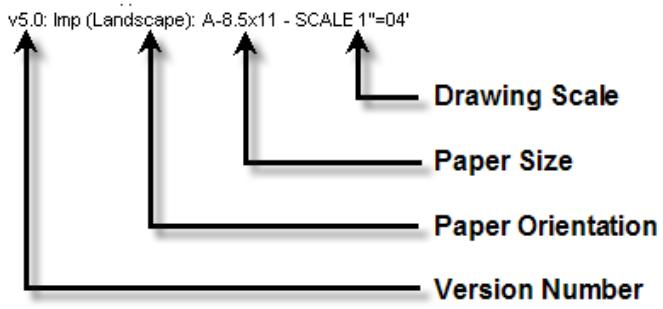
The New Drawing panel, as shown below, displays the list of all available prototype drawings.


New Drawing
Project
Untitled
Prototype List
Default Prototype
v5.0: Imp (Landscape): A-8.5x11 - SCALE 1"=04'
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=08'
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=10'
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=16'
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=20'
v5.0: Imp (Landscape): B-11x17 - SCALE 1"=04'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=08'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=10'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=16'
OK
Cancel
Remove
Help...

The scroll bar on the right side of the list allows you to see all of the prototype drawing names. The list is sorted alphabetically by name and by page size (from smallest to largest); metric prototypes are located at the bottom of the list.

Understanding Prototype Drawing Names

The names given to the various prototypes are designed to help you choose the drawing scale and page size you need. Each name has four components:



In the example above:

- The prefix “v6.0” shows that this is a DynaSCAPE Design Version 6.0 prototype (Default). Because the list is sorted alphabetically, if you decide to create your own prototypes you should preface them all with a unique version name (for example: Company Name) so that they can be easily identified.
- The paper size shows that this prototype is designed for an 8-1/2” x 11” sheet of paper.
- The page orientation is landscape (page is displayed horizontal); other prototypes have portrait orientation (page is displayed vertical).
- The drawing scale of this prototype is 1” = 4’ (1 inch = 4 feet), which is equivalent to 1/4” = 1’-0”.

How to Choose a Prototype Drawing

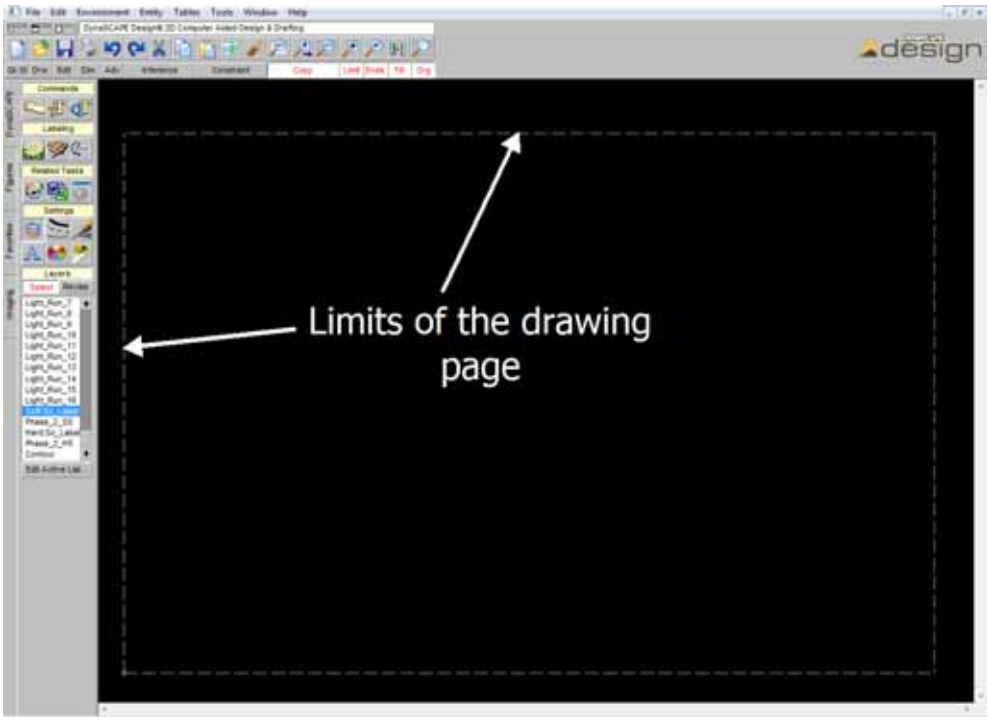
1. Determine the printer format that you will be using for the final printout of the plan. For example, large-format printers will print on C- and D-size sheets; standard desktop printers will print on letter-size (8.5” x 11”) paper, while some will print on tabloid (ledger) size sheets (11” x 17”).

2. Consider the true size of the area that the plan will cover to help determine the scale of prototype you should choose. If you are doing a design for a backyard that is approximately 80 feet x 60 feet, for instance, then you should choose a prototype that will accommodate that area. A good general rule of thumb is to choose the lowest scale possible so that the plan (including your labels and title block) will fill the page, and design details will be as large as possible. For an 80 feet x 60 feet area printed on 8.5” x 11” paper, you would choose a prototype with a 1”= 8’ scale.

3. Choose between landscape or portrait orientation. Again, this will be determined by the size and shape of the project you are designing.

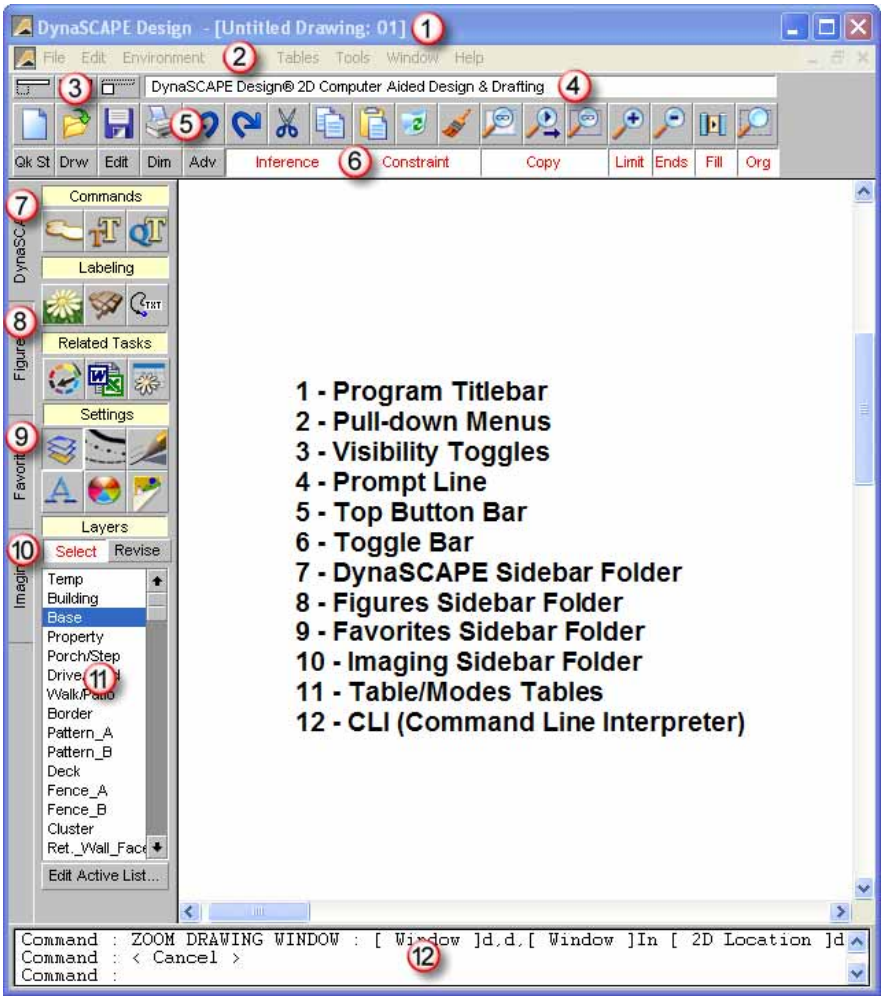
To choose a Prototype to work with, select the prototype name and then click [OK]. The New Drawing window with the Prototype list will close and a new (blank) drawing will open in the Drawing Window. The blue dashed rectangle that is displayed in the Drawing Window shows the limits (physical edge) of the drawing page. You should draft your plan within these limits so that when you print your drawing on the same size of sheet you chose as your prototype, your drawing will be at the correct scale you chose with your prototype.

In DynaSCAPE Design, scale is relative to sheet size. When you change your drawing scale, DynaSCAPE will adjust your drawing so that when you print to the same size of paper as your drawing page setting, the printed drawing will be at the correct scale for measuring.



Main Features of the DynaSCAPE Interface — Overview

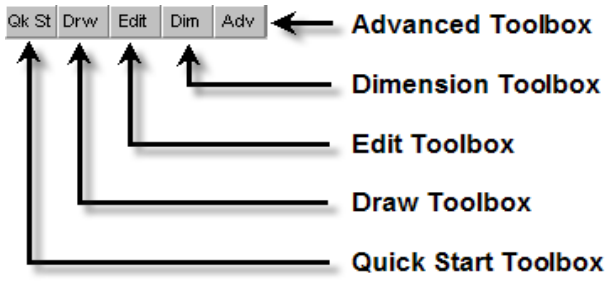
In the following image, we have labelled the main features of the DynaSCAPE Design program window.



Working with Toolboxes

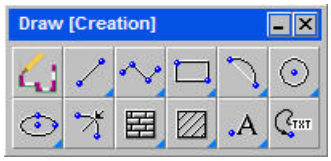
DynaSCAPE Design includes four main command toolboxes used to perform a host of design operations. The most commonly used toolboxes are be opened (or closed) using the “Qk St” (Quick Start), “Drw” (Draw), “Edit” (Edit), “Dim” (Dimension) and

"Adv" (Advanced) buttons on the Toggle Bar (shown below). These four buttons *toggle* (or switch) each corresponding toolbox on or off.



Opening, Closing, and Minimizing Toolboxes

Open any of the toolboxes shown above by clicking their corresponding toggle buttons in the Toggle Bar. (The "Draw [Creation]" toolbox is shown below.) When a toolbox opens, its toggle button will have red letters on a white background (the "on" position). Clicking the toggle button a second time closes the toolbox, and the toggle button will appear with black letters on a gray background (the "off" position). You can also close a toolbox by clicking on the [X] on the toolbox itself.



The buttons in each toolbox are called command buttons or *tools*.

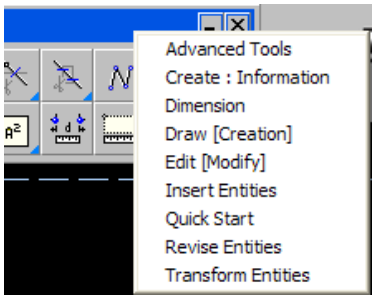
You can open and close as many toolboxes as you wish by clicking and re-clicking their corresponding buttons in the Toggle Bar.

The Minimize control [-] *rolls up* the toolbox so that only its title bar is displayed. This allows you to maximize your drawing area without having to close the toolbox completely. Selecting Minimize [-] again restores the toolbox to its full size.

Switching Between (Rolling-Over) Toolboxes

There are four additional toolboxes available in DynaSCAPE Design that are not available in the other versions of DynaSCAPE Design. The following steps give you access to the four toolboxes that are not found on the Toggle Bar:

1. Right-click the Title Bar of any open toolbox. A menu of available toolboxes is displayed.



2. Select a new toolbox from the list. The current toolbox will roll over to become the new toolbox selected.

Return to the original toolbox by repeating the procedure.

Tip

DynaSCAPE Design's most commonly used tools are included in the toolboxes accessible from the Toggle Bar. Tools in the other toolboxes are not documented in this manual. You can find information on these specific tools using the Help contents inside DynaSCAPE Design.

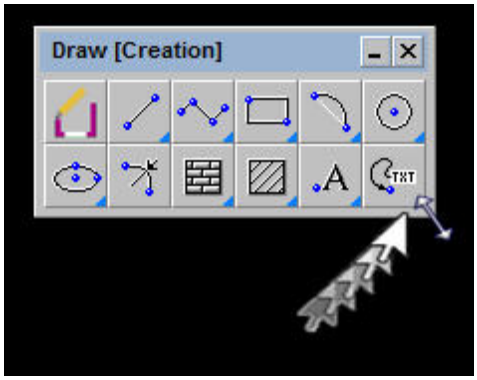
To keep the drawing screen uncluttered, you can switch between toolboxes to display only the tools you currently need; you don't have to have all the toolboxes open at one time.

Resizing Toolboxes

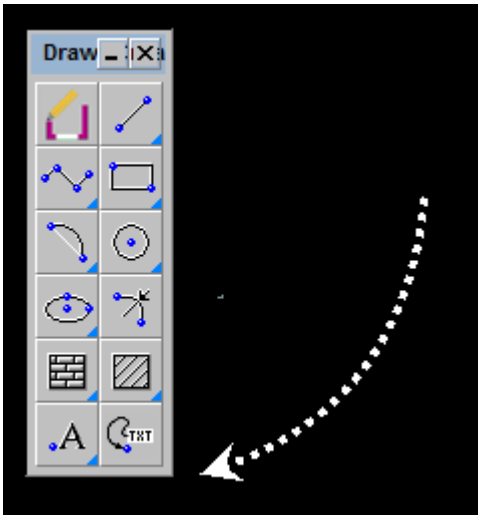
The shape or configuration of the toolboxes can be adjusted to better suit your drawing screen. The next steps will walk you through reconfiguring the shape of a toolbox.

1. Move the cursor to the bottom-right corner of a toolbox and position it so that the cursor becomes a two-headed arrow. (The Tool Tip, “Click and hold to resize panel”, will also be displayed.)

2. Click and hold the left mouse button, then drag the mouse to the left (or the right). The toolbox changes size and shape as you drag its corner: The number of tool icons remains the same, but the number of rows and columns changes.



3. Release the mouse when the desired size is reached.



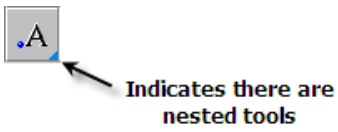
DynaSCAPE Design remembers how you have configured the toolboxes and will retain this configuration even after the toolboxes are closed.

Opening Nested Tools

If you examine the Draw [Creation] toolbox, you will see that some of the tool buttons have a small blue triangle in the bottom-right corner. This triangle indicates that other buttons are *nested* (or hidden) below the button you can see.

Two methods can be used to display or use the nested tools: the *tear-away* method and the *scroll* method, each described below.

The Tear Away Method

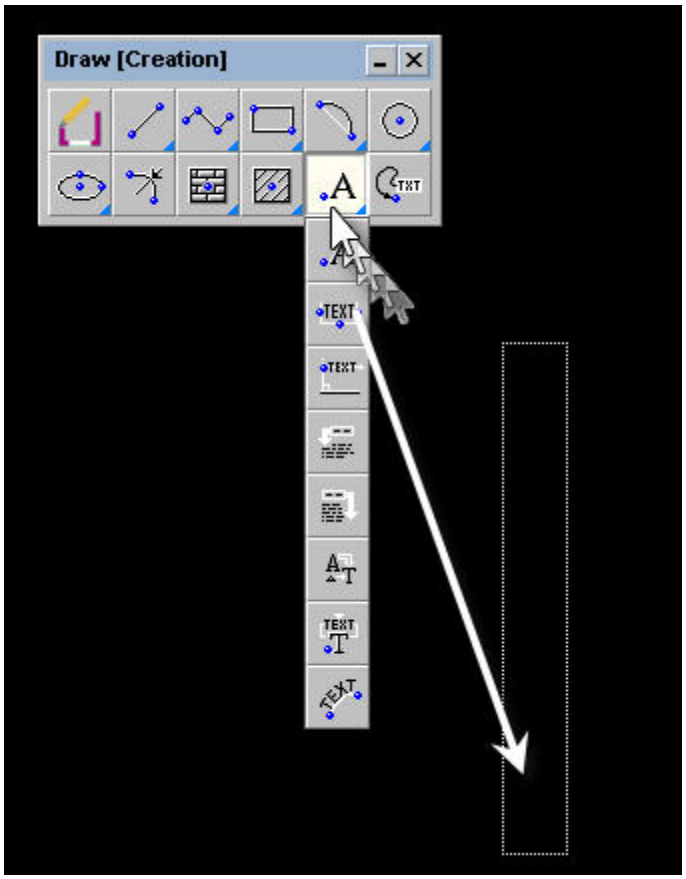


1. Click and hold the left mouse button on a tool that has a small blue triangle in the bottom-right corner e.g. click on the “Insert text” button (above).

2. In this example, a series of tool buttons is displayed in which each button controls a different option for inserting text in DynaSCAPE Design. This new display of tool buttons is called a ‘*nested*’ tool box.

3. Continue to hold down the left mouse button, and drag the cursor away from the toolbox. Once you cursor is free from the main toolbox, a new

toolbox that shows all of the nested tools will follow your cursor. These tools will all be related to each other in some way.



4. Release the mouse button to position the new toolbox at a new location.

This uncovered toolbox—and any other created in the same way—has all the properties of a regular toolbox: it can be resized, minimized or dragged to a new location. It will also remain open even if its host toolbox is closed.

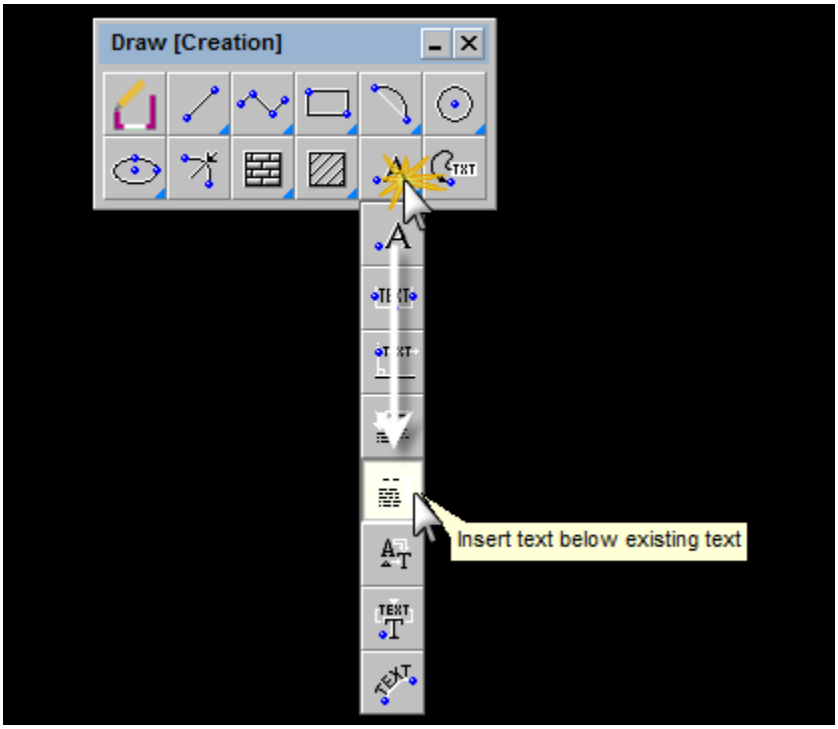
The Scroll Method

Alternatively, you can leave nested tool buttons in their host toolbox and replace the tool button displayed on top with one selected from the nested group.

1. Click and hold a button that has a blue triangle in the lower-right corner: the nested tool buttons will appear.

2. Scroll down the list of nested tools.

3. As you scroll down the list, notice that Tool Tips pop up to describe the function of each nested command button.



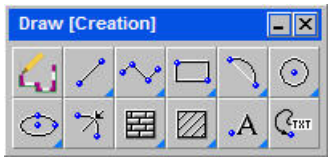
4. Release the mouse button when you find the command you would like to use.

5. The list of nested tools collapses and the tool button you selected replaces the one on top one as the visible tool. This tool will also now be the active tool.

6. To end or exit the command, press **[Esc]** or **[Enter]**. The tool will no longer be active but will still appear on top. This button will remain on top of the nested group until the host toolbox is closed and reopened or until you repeat the above procedure and change the top button on the group.

Working with Panels

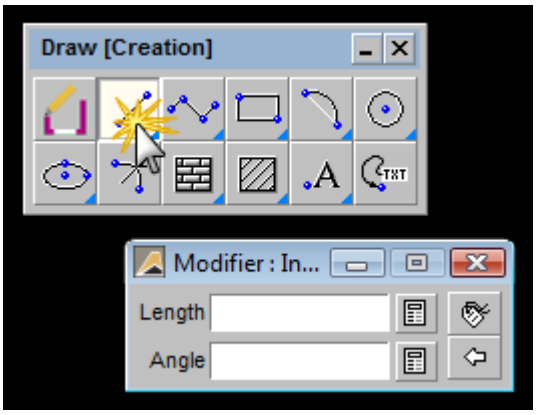
Floating *panels* in DynaSCAPE Design work like panels in all Windows-based programs. For example, toolboxes, such as the Draw [Creation] one below, act as floating panels.



You can change the location of a floating panel in the Drawing Window by clicking and dragging its Title Bar; close the panel with the Close control [X]. The Minimize control [-] rolls up the panel so that only its title bar is displayed. This allows you to maximize your drawing area without having to close the panel completely. Selecting Minimize [-] again restores the panel to its full size.

Modifier Panels

Most tools or command icons in DynaSCAPE Design's toolboxes can be used visually or *freehand*; that is, by Clicking on the tool and moving the mouse to draw an object or *entity*—for example, a line or circle. However, when you need to specify an exact length or size for the entity you are drawing, a *Modifier panel* (or *Modifier box)* is generally required. One example is the Line too:



A Modifier gives you more control over the entities you create, for example, by allowing you to specify properties such as the exact length of a line or radius of a circle. Tools that require or allow your input of these specific properties will have a modifier automatically appear when the tool button is clicked on. This applies for all

tools contained in the Quick Start (*Qk St*), Draw (*Drw*), Edit (*Edit*), Dimension (*Dim*) and Advanced (*Adv*) toolboxes. For all other toolboxes, modifiers are accessed by right-clicking (or double-clicking) on a tool within a toolbox.

Modifier Tip:

Clicking many command or tool buttons allows you to insert an entity visually or freehand. The Modifier panel that automatically appears allows you to specify an entity's properties before you insert it.

Here are some general rules that apply to **all** Modifier panels:

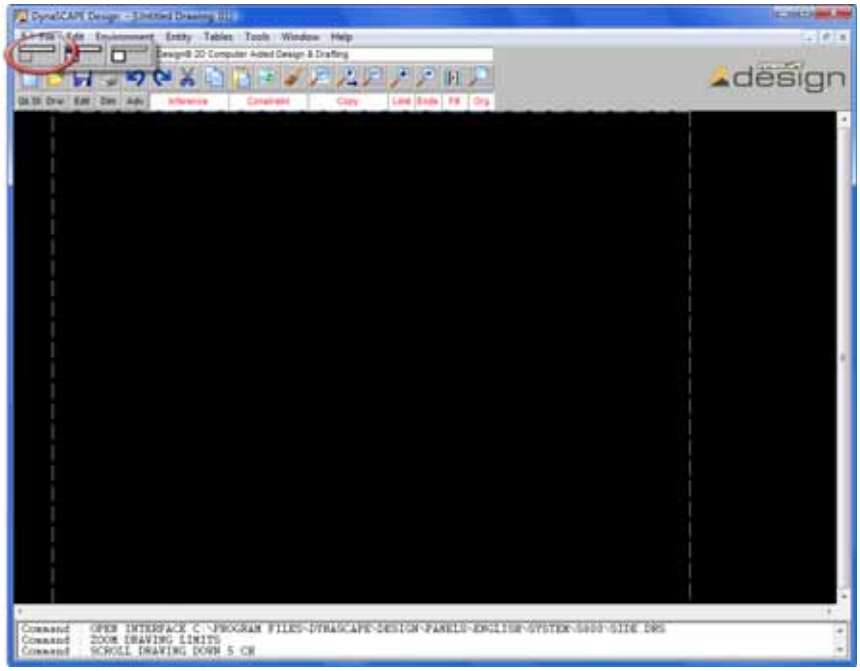
- Modifier panels are used to affect the current operation only. Any values specified remain in effect until the command is terminated or until new values are entered.
- In many cases, Modifiers have default values assigned to them. If you wish to specify a different value for a Modifier, simply click once inside a value field and enter the new value to override the default one.
- Once you have entered a new value, press spacebar, **[Enter]** or **[Tab]** keys on the keyboard to load the new value into the Modifier.
- Modifier panels do not retain settings from one use to the next. Every time you open a Modifier panel the default values will be displayed; the Modifier retains no memory of any values entered in a previous use.

Visibility Toggles

Three control buttons located above the sidebar have been the subject of a few frantic Help Desk calls, such as, "Where did my Sidebar Folders go?", and, "I seem to have lost all my command buttons!"

There are three buttons which control the visibility of most of the button controls within the program. Accidentally selecting one of these buttons may lead to some surprising results. Here is what they are used for:

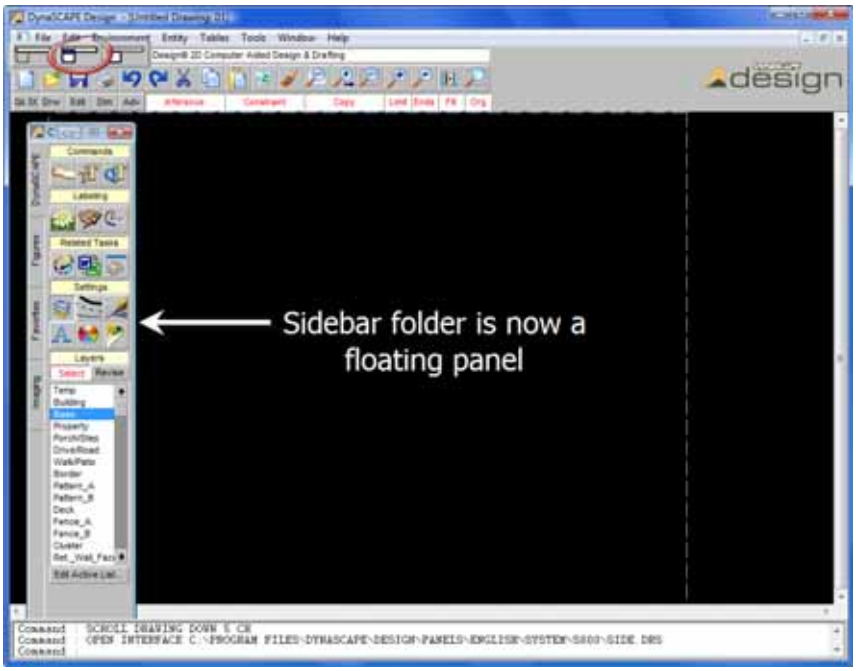
6. The first toggle controls the visibility of the Sidebar Folders. Selecting this toggle will cause the Sidebar Folders to disappear. Re-selecting the control will cause the Sidebar Folders to reappear.



Toggle Tip #1:

This control can be used to temporarily clear the Sidebar Folders from the screen in order to provide a greater display area for your drawing.

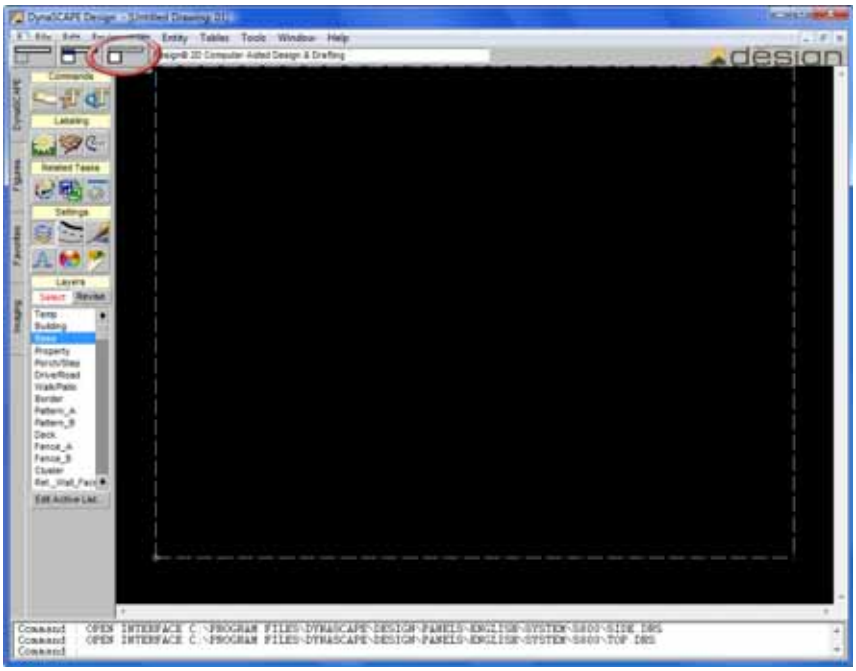
7. The second control converts the Sidebar Folders into a floating panel that can be positioned anywhere on the Program Window. Re-selecting the control *docks* the panel again (returns it to its original location on the left side of the Drawing Window).



Toggle Tip #2:

Converting the Sidebar Folders into a floating panel allows you to take advantage of the flexibility of panels. The panel can be minimized or moved to increase the available work space. Note that until docked, the floating panel will appear to be in front of the drawing.

8. The third control toggles the visibility of the Top Button Bar and Toggle Bar. Selecting this control will make these bars disappear; re-selecting the control will make them reappear.



Toggle Tip #3:

This control may be used to temporarily clear the Top Button Bar and Toggle Bar from the screen in order to provide a greater display area for your drawing.

Important Note Regarding Registry Clean-Up Programs

There is a chance that when a registry clean-up program is run that these three toggles, along with the top toolbars, will be removed. If this happens, the only solution is to uninstall and reinstall the DynaSCAPE Design program.

The Program Titlebar

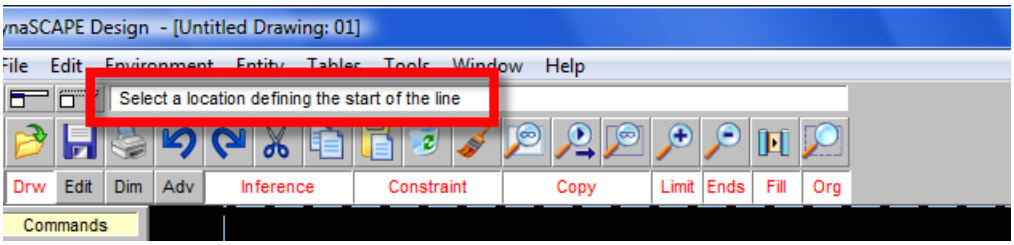
The Program Titlebar displays the name and storage location (the file path) of the currently active file if it has been saved. The words "[Untitled Drawing]" will be displayed for drawings that have not yet been saved. (See How to Save a Drawing later in this chapter.)

As in all Windows-based programs, Program Window Controls located on the far right of the Titlebar allow you to minimize, maximize and close the program window.

Note:

The Close control [X] in the Program Window Titlebar gives the same result as choosing File | Exit. With either selection, you will be prompted to either save or abandon unsaved work in any open drawings. (See How to Save a Drawing *later in this chapter.)*

The Prompt Line


naSCAPE Design - [Untitled Drawing: 01]
File Edit Environment Entity Tables Tools Window Help
Select a location defining the start of the line
Drw Edit Dim Adv Inference Constraint Copy Limit Ends Fill Org
Commands

Many commands in DynaSCAPE Design require multiple pieces of information to be provided to perform a task. For example, when drawing a line, you must click the Drawing Window to indicate the start and end locations of the line; in moving an entity, you must select the entity and then define the location it is moving from and the location it is moving to. The *Prompt Line* displays messages from the program about what type of action or input is required from you to perform a command. During any procedure, you can look at the Prompt Line for instructions about how to proceed through each step. New users will find this feature especially helpful while learning command procedures.

When no commands are active (as in the example above), the Prompt Line reads "DynaSCAPE Professional 2D Computer Aided Design and Drafting". This Prompt Line message is referred to as the *neutral* message.

If the *Command Line Interpreter* (CLI, see below) is turned off, the Prompt line acts as a one-line CLI. If the CLI is closed, and no commands are active, the Prompt Line will read: "Command:"

Command Line Interpreter (CLI)

The Command Line Interpreter (CLI) is located just below the Drawing Window.

Command : INSERT POLYLINE LOCATION : [2D Location]
Command : INSERT EFIGURE LOCATION : [2D Location]Select Layer Transparent Active 29 [2D Location]Name 3FT_PERENN
Library C:\Program Files\DynaSCAPE\Design\symbols\PERENNIALS-5.LIB

The CLI is a text-based interface, or communication channel. It provides a textual record of any command you enter in creating a drawing, including information you were required to enter, as well as DynaSCAPE Design command prompts. All tasks that you perform are recorded by the CLI, even if you use panels, buttons, or the mouse to initiate them. Advanced users can use the CLI to instruct DynaSCAPE Design to perform tasks by entering commands and data via the keyboard.

Understanding the CLI operation simplifies your overall drawing operations, and enables you to use some more advanced DynaSCAPE Design features.

Full-Screen and Normal-Sized CLI Display

To open the CLI to full-screen view, right-click inside the text (white background) area of the CLI. To restore the CLI to normal size, right-click again anywhere within the CLI text-field area.

Use the scroll bar on the right side of the CLI to review the contents of the CLI log.

The top of the CLI log contains important information about the DynaSCAPE Design program, including various ways to contact DynaSCAPE Design's Sales and Support departments.

Closing the CLI Completely

If you wish to close the CLI completely (to maximize the size of the Drawing Window), press [Shift] and [Tab] simultaneously. When the CLI is closed, command line information is displayed in the Prompt Line above the Drawing Window. To restore (open) the CLI, again press [Shift] and [Tab] simultaneously.

Re-sizing the CLI

It is possible to change the number of lines displayed on the CLI to always show more information or to increase the size of the drawing page. To change the size of the CLI press [Shift] and use the *up* and *down* arrow keys to increase or decrease the size of the CLI.

Measuring Tools and the CLI

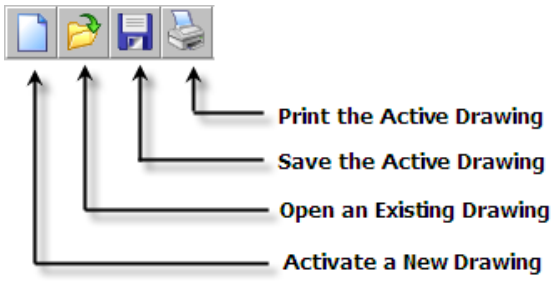
If you are a new user, you may elect not to use or to take much notice of the CLI. However, when you use any of the measuring tools in DynaSCAPE Design, the results of the measurement inquiry are displayed in the CLI. Therefore, to see the results of any measurement inquiry, use the above-mentioned methods of opening the CLI.

A Tour of the Button Bars

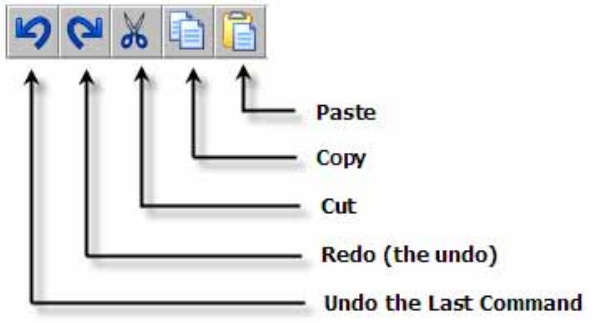
Buttons controlling similar functions are grouped together in the Top Button Bar and Toggle Bar, which will be described in this section.

The Top Button Bar

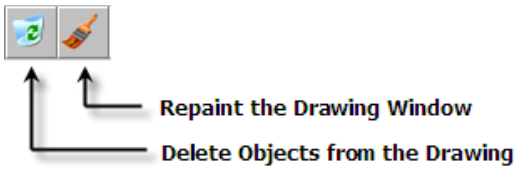
The File Management Group



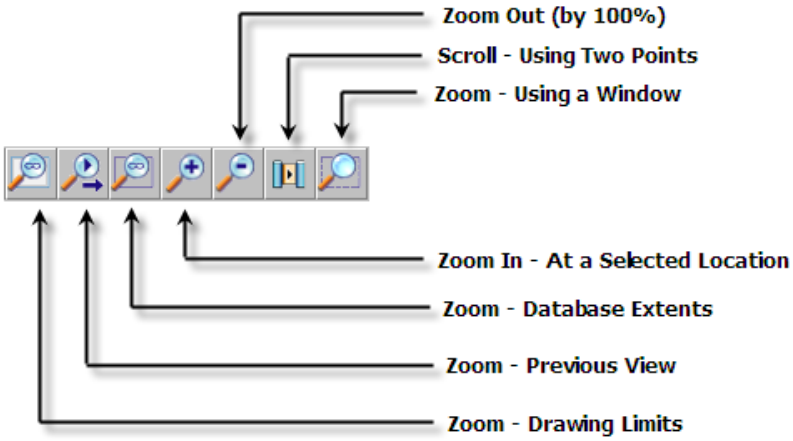
The Windows Edit Group



The Drawing Edit Group

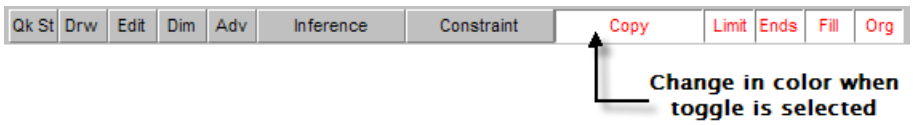


The Drawing View Group: Zoom and Scroll


Zoom Out (by 100%)
Scroll - Using Two Points
Zoom - Using a Window
Zoom In - At a Selected Location
Zoom - Database Extents
Zoom - Previous View
Zoom - Drawing Limits

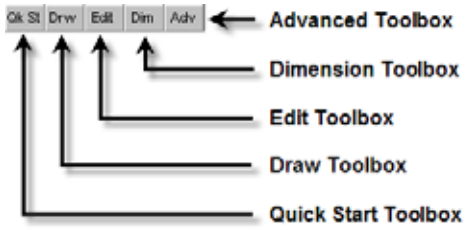
The Toggle Bar

When any of the toggle buttons on the Toggle Bar are turned on, they will display red letters on a white background; they are turned off when they display black letters on a gray background. Switch or *toggle* between the off and on state by pressing the button.

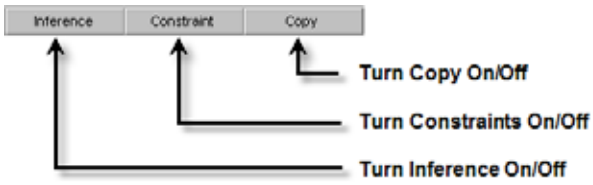


Toolbox Toggles

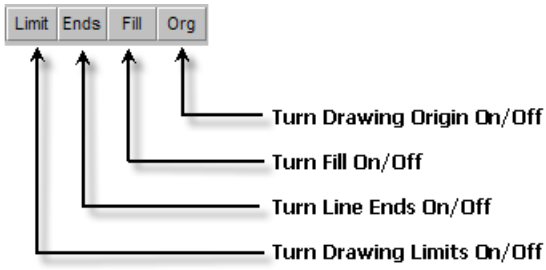
All the DynaSCAPE Design toolboxes are controlled using the buttons shown below. Clicking the DRW button for instance will open the **Draw [Creation]** toolbox.



Command Toggles



Line and Drawing Environment Toggles



Inference Settings

Drafting with DynaSCAPE is made easier by using a small but powerful tool called an *Inference Engine*. As the name suggests, this tool allows the program to infer specific reference points found on existing objects in a drawing. By referencing these locations, such as endpoints and midpoints of lines, or origins and quadrants of circles, you can create accurate arrangements of entities, without having to enter

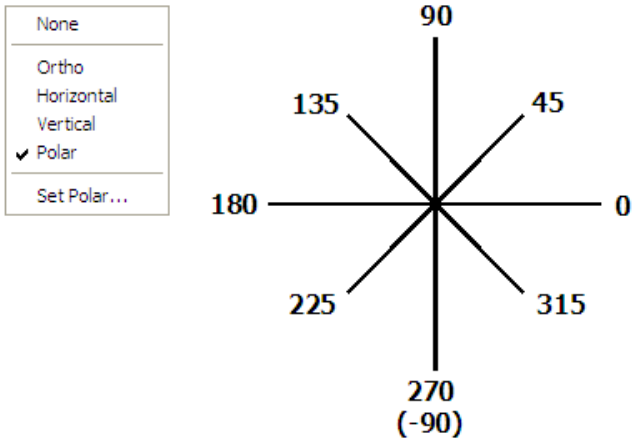
precise location coordinates. By turning the Inference toggle on, tools and functions that can use inference will automatically snap to available inference points that it finds as your cursor gets close to them. The controls that govern *Inference* can be seen (or edited) by right-clicking on the **Inference** toggle and selecting **Properties** or by opening the **Inference Settings** panel (**Environment | Inference Settings**).

See **Chapter 4** for more detailed information about inference and how to use them.

Constraints

The Constraint button, "Select the active constraint mode", assists various commands by defining a particular path, angle or direction. This tool effectively duplicates the function of a T-Square and triangles used when drafting on a drafting board. For example, with DynaSCAPE Design, you can set constraints to horizontal so that a line is drawn only horizontally, without your having to set an angle in a Modifier. Similarly, you could use constraints to force entities to be moved or copied along a set path or in a fixed direction.

Selecting the **Constraint** button in the Toggle Bar displays the menu in the diagram below.



There are four types of constraints:

1. Ortho (snaps to 90 degree increments)
2. Horizontal (snaps to 0 degrees, or 180 degrees)
3. Vertical (snaps to 90 degrees, or 270 degrees)
4. Polar (snaps to whatever angle is entered under **Set Polar**)

Angles for the Polar option can be set by selecting Set Polar from the displayed list. By default, the Polar constraint is set to 45 degrees in DynaSCAPE Design prototype drawings.

Set Constraints (make Constraints active) by clicking the Constraint button in the Toggle Bar and choosing an option from the menu. To turn off constraints, select the Constraint button and choose “None” from the displayed list.

The Copy Toggle

The Copy toggle has two functions which depend on whether it is turned on or off. The setting of the Copy toggle is important when using any of the editing tools that allow objects to be moved or duplicated.

One example would be when using the Move or Copy Objects tool while the Copy toggle is turned on (red letters on a white background), a *copy* of the original entity will be created, which can be repositioned anywhere in the Drawing Window. When the Copy toggle is turned off (black letters on a gray background), the original entity can be repositioned anywhere in the Drawing Window, but a duplicate is *not* created.

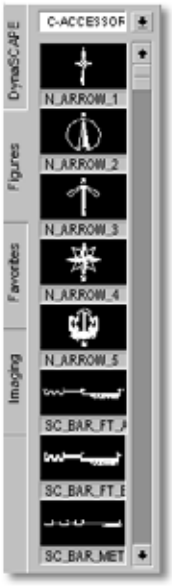
The state of the Copy toggle is also confirmed by a pop-up message beside the cursor. If the Copy toggle is turned on you will see a “Copy” pop-up message. If the Copy toggle is turned off, you will see the message “Original” beside the cursor.

The Copy toggle is used in conjunction with tools in the Edit [Modify] toolbox and some of the tools in the Advanced toolbox.

The Sidebar Folders

The sidebar comprises four *folder tabs* or *Sidebar Folders* explained below: DynaSCAPE Design, Figures, Favorites and Imaging. To display the contents of a folder, click once on its folder tab.

DynaSCAPE Sidebar Folder



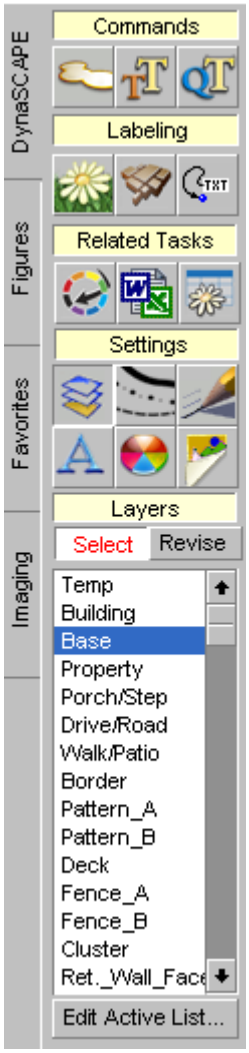
Figures Sidebar Folder

Favorites Sidebar Folder

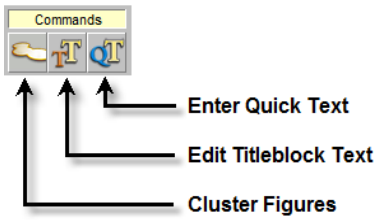
Imaging Sidebar Folder

The DynaSCAPE Sidebar Folder

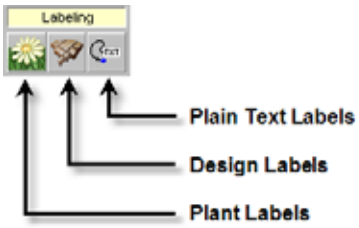
This is the heart of the DynaSCAPE Design program and is the folder which will be displayed most often as you draw. The sidebar folders are divided into four different areas (in yellow on the screen): Commands (command icons), Labeling (labeling controls), Quotations (cost quotation controls) and the fourth area called Tables Control, which changes its name (for example, between Layers/Styles/Weights, etc.) depending on which icon is active beneath it.



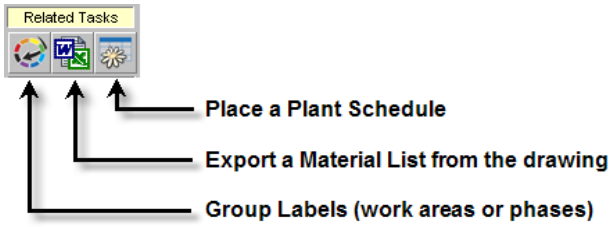
Command Icons



Labeling Controls



Quotation/Material List Controls



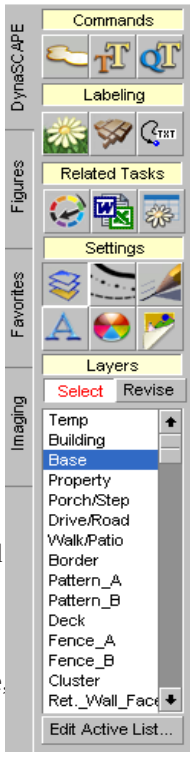
Tables and Modes Controls

This area of the DynaSCAPE folder changes its name to one of five different Tables, or to “Modes”, depending on which icon is active.

Note:

In order to see any content in the Tables or Modes list below the icons, you must have a drawing open.

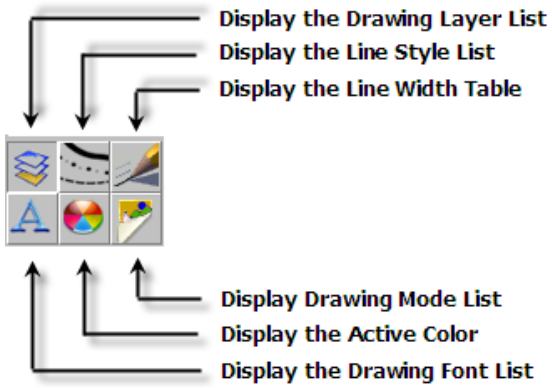
In the image to the left, the Layers button has been selected



Layers (covered in Chapter 5) are like transparent sheets of paper stacked one on top of another: they allow you to give the same attributes to like entities. For example, all rocks can be drawn with the same color, line weight and line style, and this layer can be turned on or off—just like putting on or taking off a transparent sheet of paper with all the rocks drawn on it—to keep your drawing area uncluttered, even while working on complex drawings.

When the Layers button is selected, all of the layers named and defined for the active drawing, including preloaded layers, are shown in the *Layers List*: a scrolling table below the icons. In the example shown, the Base layer is selected, and so is called *current* or *active*. Since only one layer can be active at a time, any entities drawn will assume the attributes of the current layer, in this case, Base.

The Header message, below the icons (the Tables Control) confirms in the example shown that the Layers List is selected. The message in the yellow bar will change, depending on which icon (shown in the next diagram) is selected below it, and the contents of the scrolling table will also change. For example, when the Line Styles icon is selected, the yellow bar will read, “Styles”, and the scrolling table will display a list of line styles.


Display the Drawing Layer List
Display the Line Style List
Display the Line Width Table
Display Drawing Mode List
Display the Active Color
Display the Drawing Font List

The Select and Revise Toggles

The header message immediately above the scrolling table will show whether or not you are in *Select* or *Revise* mode for lists displayed.

Click the Select toggle, in conjunction with one of the icons for layers, line styles, line weights, colors or fonts, to choose an attribute from the corresponding list in the scrolling table. When you select a name in the list, it becomes the active attribute and is highlighted in blue: new entities created will be assigned to this layer. The Select and Revise toggles available for use when any of the five Tables are displayed. It is not needed when using the drawing Modes.

For example, click the Line Styles icon and a list of all currently defined line styles is displayed. Select a style in the list, and that style becomes the active one. Any *new* entities inserted into the drawing will be displayed according to the selected line style.

Note:

The default setting for Styles, Weights and Display Colors is "By Layer". Generally speaking, only advanced users will need to change this setting. Do not change this setting unless you understand the consequences.

Click the Revise toggle, in conjunction with one of the icons for layers, line styles, line weights, colors or fonts, to change the attributes of *existing* objects. Revise mode

allows you to change the attribute of a previously drafted object (or objects) in your drawing without having to “erase and replace”. That is, you can leave things drafted as they were and simply revise any attribute that needs to be changed. For example, a plant bed accidentally drawn in the “Walkway/Patio” layer can be revised to the “Plantbed” layer without redrawing the object. Attributes of figures *cannot* be revised in this manner, however.

Editing the Active List

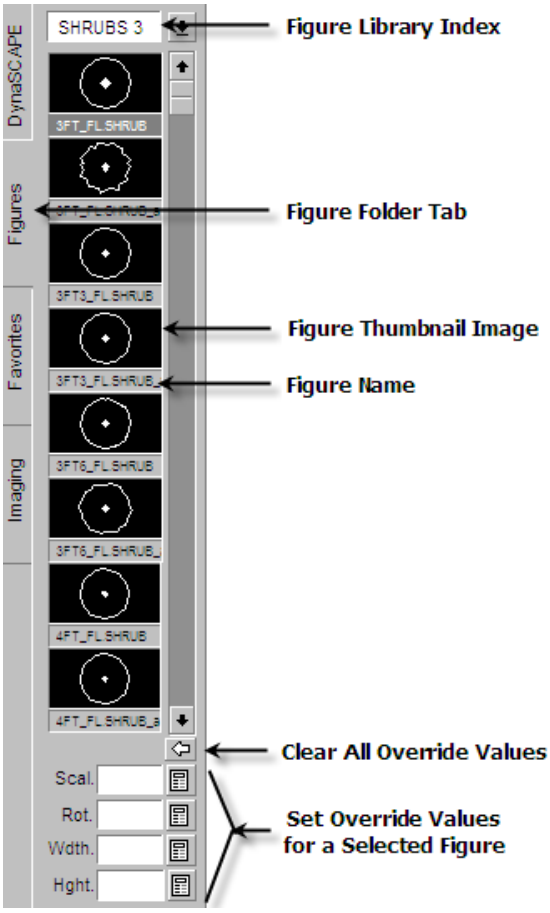
The button immediately below the scrolling table is the *Edit Active List* button. Pressing that button will bring up an editing panel for whichever list, table, or the modes is being displayed. The editing panel shows—and allows you to change—the characteristics of any attribute. For example, you would use the Edit Active List button while in Layers to change the characteristics of a particular layer or to create a new layer.

The Figures Sidebar Folder

The Figures Sidebar Folder controls all of the currently active pre-drafted symbols (called *figures*) in DynaSCAPE Design. Much of the look and feel of DynaSCAPE Design drawings is achieved by using figures. Much of the speed, efficiency, and flexibility of the DynaSCAPE Design drafting process is achieved because the included figures make drafting a plan quicker and easier.

Figures automatically assume their proper layer and size relative to the drawing scale when they are inserted into a drawing. Although using the default settings assigned

to a figure makes drafting quicker, you can reset any of the default attributes of a figure while you insert it into a drawing.

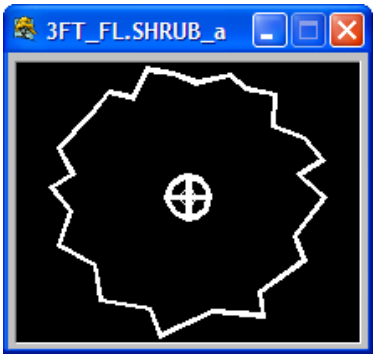


- The **Library Index** gives you access to all the active figure libraries.
- Select the **Figures Tab** to open the Figures folder.
- Use the scroll bar to see all the figures (only eight appear at a time).
- Figures have associated thumbnail previews: Click on the **Thumbnail Image** to select a figure. Once a figure is selected, you will have the option to enter values in the panel below the figures. By doing so, you can change the size and angle in which a figure is entered.
- The **Figure Name** describes the figure and includes a right-click menu (described below).
- The **Reset Button** clears any Override Default values.
- Optional Default Overrides can be used to change the default Scale, Rotation, Width and Height of the selected figure.

The Figure Name Right-Click Menu

If you right-click on a figure's thumbnail image (or Figure Name) in the figures folder, the following menu will be displayed.

Selecting the 'Toggle figure view' option displays a larger preview version of the figure, complete with the full name of the figure.



The other option in the right-click menu, "Add to Favorites", allows you to send a copy of a frequently used figure to the Favorites Folder. The figure added to the Favorites folder will still exist in it's original library, but if the figure is removed from the original library it will also be removed from the Favorites Folder. Read more about the Favorites Folder below.

The Favorites Sidebar Folder

When you first install the DynaSCAPE Design program, the Favorites Folder will be empty. As described in the previous section, you have the option of populating the Favorites Folder with a copy of any figures that you use frequently. This is done by right-clicking on the Figure Name (or thumbnail image) of any selected figure in the figures folder (or in the Figure Manager), and choosing 'Add to favorites' from the displayed options list.

A copy of the figure is added to the Favorites Folder and will retain all of the attributes previously assigned to the figure.

A right-click option in the Favorites folder, allows you to remove a selected figure from the folder. Removing a figure from the Favorites Folder will **not** delete the figure from the program, because it is only a copy of the original figure.

The Imaging Sidebar Folder

The Imaging Sidebar Folder is home to all the controls related to adding images to your drawing. Images can be photographs of landscapes you have in your collection, images of plants from our on-line plant encyclopedia, property surveys, logos, etc.: almost any images you have can be brought into DynaSCAPE Design. The Imaging sidebar is broken into two areas: **Add Image** and **Revise**.

Add Image

There are three tools under **Add Image**: two are for inserting images from our on-line plant encyclopedia and one allows you to add other images from your PC. With the on-line plant encyclopedia you can insert images either by searching based on the plant name or by simply clicking on a preexisting label on the drawing, and the on-line plant encyclopedia will immediately search the database for a photo of that plant.

The other option is to bring in your own images. This tool allows you to locate images stored on your computer and then insert them onto your drawing page. This method is commonly used to bring in a scanned property survey, which can be then be scaled and traced to create an accurate base plan, as well as a company logo.

For detailed instructions for inserting rasters, see *Chapter 13 - Working with Raster Images*

There are three tools under **Revise**: the first two allow you to move, resize and rescale an image (referred to as a *Raster*). The move and resize tools are excellent for repositioning images inserted from the on-line plant database so that they fit better into the drawing layout. The rescaling option is always used in conjunction with images entered from your computer, such as property surveys. Using this tool, you can take any image and, provided you know a distance or length of a line on the

image, resize the image to match the scale of the prototype you have selected. This saves valuable time when tracing the information to create the base plan.

The last tool is the *Raster Editor*, which is what you can use to remove images from your drawing, or to change the look of your drawing by toggling the visibility of an image on and off, or to double-check what you are tracing to ensure you have all the objects included before you remove the raster.

Drawing Navigation

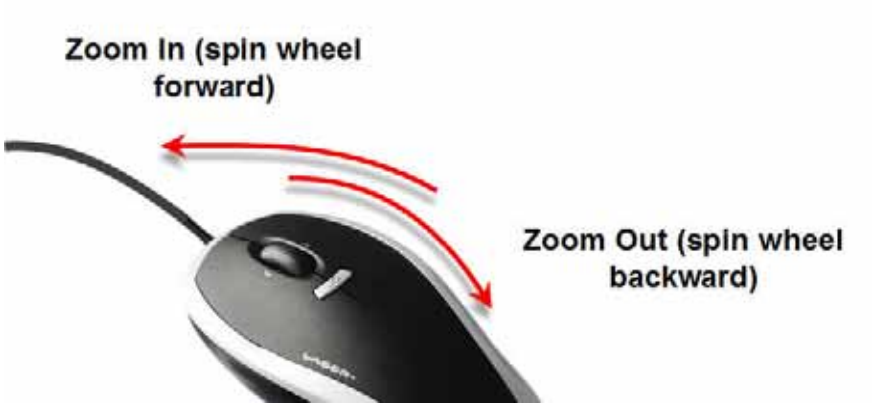
DynaSCAPE Design has seven zoom tools for navigation and for v5.4 a new zoom command was introduced, making use of a mouse wheel and the [Shift] key.

Zooming Using the Mouse Wheel

The quickest and easiest way to zoom in and out in a drawing is to use the mouse wheel option. To use this option:

1. Hold the [Shift] key on your keyboard down
2. Spin the mouse wheel forward to zoom in
3. Spin the mouse wheel backward to zoom out.

Note: the location of your mouse cursor will be the centre of the zoom activity. Practice holding your mouse in different location as you zoom in and out to learn how you can control the results.



Panning Using the Mouse Wheel

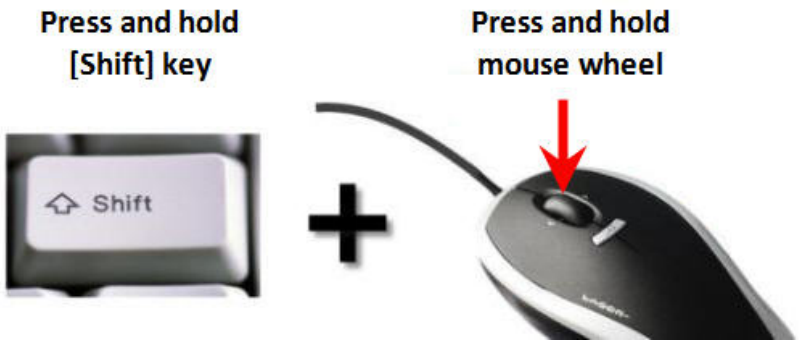
The quickest and easiest way to pan around a drawing is to use the mouse wheel option. To use this option:

1. Hold the [Shift] key on your keyboard down

2. Press the mouse wheel down and hold

3. Move your mouse to pan across the drawing page

Note: the location of your mouse cursor will be the centre of the pan activity.



The other Zoom Tools

The seven original zoom tools are found on the top button bar, as described earlier in this chapter. The following is a description of each and how to use them. Zoom tools are instream commands, which means you can use them at any time while using other tools and not affect the process of the other tools.

Zoom Drawing Limits to Best Fit

This zoom tool will fit the drawing limits (the grey dashed line representing the paper boundary) inside the workspace, regardless of where the geometry is within the drawing limits.

To use this tool, click on the icon once and DynaSCAPE will fit the drawing limits inside the workspace.

Restore Previous Zoom Level

The zoom tool works like an undo button for previous zoom activity.

To use this tool, click on the icon once and DynaSCAPE will undo your last zoom command. You undo as many zoom actions as you have made on the current drawing since it has been open in the current session. If you are in the middle of a drawing or editing function, you will need to click on the icon again to activate it again.

Zoom Database Extents to Best Fit

This zoom tool will fit all the geometry that is in your drawing and fit it into the workspace.

To use this tool, click on the icon once and DynaSCAPE will fit all the geometry that is in your drawing and fit it into the workspace, even geometry that is outside of the drawing limits.

Zoom in on the Drawing

This zoom tool allows you to zoom in on a part of the drawing at a system default increment, one step at a time.

To use this tool, click on the icon once and then click on the drawing where you wish to zoom in. DynaSCAPE will zoom in once. If you are in the middle of a drawing or editing function, you will need to click on the icon again to activate it again.

Zoom the Drawing Out

This zoom tool allows you to zoom out of the drawing at a system default increment, one step at a time.

To use this tool, click on the icon once and the drawing will immediately zoom out from the centre of the workspace. If you are in the middle of a drawing or editing function, you will need to click on the icon again to activate it again.

Scroll the Drawing Using Two Locations

This zoom tool is the closest thing to a pan tool in DynaSCAPE Design.

To use this tool, click on the icon once and then click on the screen. Move your mouse and you will see a line follow your cursor from the location you clicked on the screen. If your constraints are turned on you will be limited to their settings. Click on the screen again in a different location from the first and your drawing will be centered on the last location clicked. If you are in the middle of a drawing or editing function, you will need to click on the icon again to activate it again.

Zoom the Drawing using a Window

This tool allows you to zoom in on your drawing using a window drawn with the mouse.

To use this tool, click on the icon and then click once on the screen. The idea here is to create a temporary window or rectangle around the area you wish to zoom into. After your first click, move your mouse in a diagonal direction and you will see a temporary window or rectangle being drawn. Click again and DynaSCAPE will zoom the drawing to best fit the geometry, that is in this rectangle, inside the workspace.

Opening and Saving a Drawing Exercise:

This quick exercise will walk you through creating your first DynaSCAPE Design drawing:

1. Click on the **New Drawing** button and select the **v6.0: Imp (Landscape): A-8.5.x11 - SCALE 1"=04'** prototype.

2. Select the **Accessories** layer from the Layers List on the DynaSCAPE Design tab: the layer will be highlighted in blue.

3. If the Draw [Creation] toolbox (Draw toolbox) is not open, click on the **DRW** toggle located under the New Drawing button. From the Draw toolbox, right-click on the Rectangle tool.

4. Enter a width of 10' and a height of 5', and be sure to press the **[spacebar]** after entering the final value.

5. On the Drawing Window, Click where you want the top-left corner of the rectangle to be, and note that the prompt line is directing you to "Select the first corner of the rectangle".

6. Once the first corner is located you will need to set the direction of the rectangle. Move your mouse until the rectangle is in the position you want and Click.

7. Press **[Esc]** to exit the command.

Congratulations! You have just created your first DynaSCAPE Design drawing. The next section will walk you through saving a drawing.

How to Save a Drawing

When you first open a new prototype drawing and begin drafting a plan, the work you are doing is *not* being safely stored in your computer's storage system until you actively save it. Until you save a plan (give it a file name and a storage location), it exists only as a series of DynaSCAPE Design commands (temporarily held) in your computer's RAM memory. Because of this, your work is vulnerable to being lost if there are any glitches in your computer environment (software or hardware problems). You should save a new drawing as soon as it is practical to do so.

Important:

Never save a drawing over a network or to any removable storage device. Saving this way may result in a corrupted drawing file. Always save to your local computer and then copy the drawing file to the network or removable storage device.

DynaSCAPE Design provides the standard Windows utilities and routines for saving your work. You can initiate the Save command in any one of three ways:

1. Manually save the Active Drawing
2. Automatically save the Active Drawing using the Autosave option
3. And finally, the 'Save Drawing?' panel will be prompted by either closing the active drawing, closing all open drawings, or by closing (exiting) DynaSCAPE Design.

Saving Over a Network Not Recommended

Do not save drawings over a network. This may result in unrecoverable corrupted drawing files. Save to a your local computer and then copy the drawing file to the network.

Saving to a Removable Storage Device is Unsafe

Do not save drawings to a removable storage device. This may result in unrecoverable corrupted drawing files. Save to a your local computer and then copy the drawing file to the removable storage device.

Saving a Drawing Manually

You can manually initiate the Save command by either selecting the save button

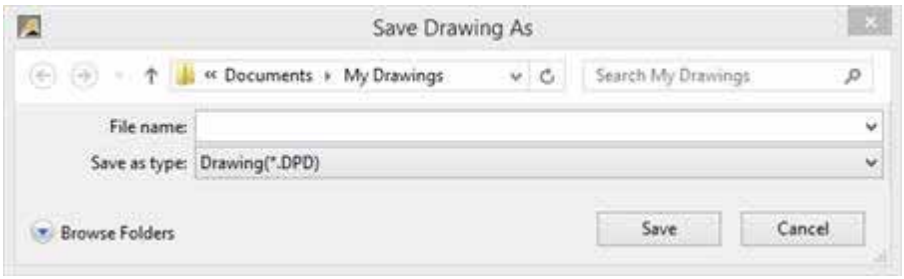
,

or by selecting **File | Save** from the pull-down menu.

Note:

The keyboard shortcut for the Save command is [Ctrl] + [S].

If you have not previously saved your drawing, the "Save Drawing As" panel will open; if you have previously saved your drawing, the file will be updated to reflect all changes made since the previous save.



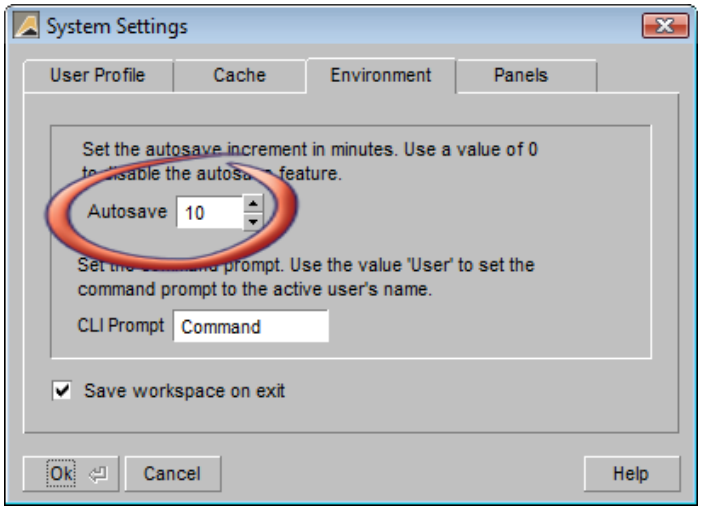
Choose (or create) a storage location (folder), name your drawing, and select the **Save** button in the lower-right corner of the panel to complete the Save routine.

Important:

DynaSCAPE has a maximum file path length of 128 characters. This includes all the folders in the path. e.g. C:\Documents and Settings\[computer name]\My Documents\My Drawings\Drawings 2008\Completed\Smith Residence is a file path with 102 characters. This means that if you wanted to have a file name longer than 26 characters, the drawing cannot be saved. It is recommended to keep folder and files names short.

Saving a Drawing Automatically: The Autosave Command

To set up the Autosave command, choose **Environment | Systems Settings** from the pull-down menu.



When DynaSCAPE Design is first installed the default will be set at “0” (zero minutes). Setting an new value (greater than zero) will activate the Autosave command. For example, if you enter a new value of 10 into the panel, the Save command will be automatically initiated after 10 minutes have passed and will repeat at 10-minute intervals for as long as a drawing is active (open).

Note:

Setting an Autosave interval of less than 10 minutes is not recommended when you are just learning to use the software. One of the most useful features of DynaSCAPE Design is the unlimited Undo and Redo command. But you cannot Undo past the last Save command, so if you have the Autosave interval set too low, you will not be able to take full advantage of Undo while you are learning to use the software.

When you open a new Prototype Drawing, the Autosave interval begins counting down. When the first interval elapses (the minutes set as the Autosave interval), you will be prompted to choose a name and storage location for your work. After a name and storage location are set, the Autosave command will simply re-save the drawing automatically at the Autosave interval for as long as the drawing is active.

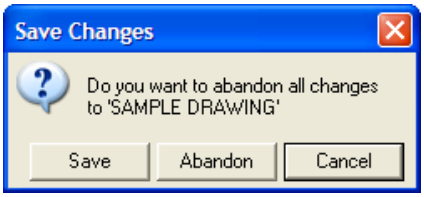
Note:

Autosave is a Global Setting, meaning that all active drawings will be controlled by this setting.

Initiating the Save Command by Exiting a Drawing (or the Program)

As stated above, closing a drawing (all drawings) or exiting the DynaSCAPE Design program will activate the Save routine if you have made any changes in the drawing(s) since the last time that you saved.

In any case, when you close a drawing (or drawings) the following panel will be displayed.



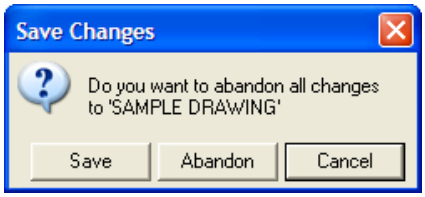
- Selecting the Save button will update the drawing file to reflect all recent changes or will cause the “Save Drawing As” panel to open if the drawing has not been previously saved.
- If you have no additional significant work (worth saving) in the drawing, select the Abandon button: the drawing will close, and the drawing file will revert to the previously saved version. Don’t worry: the Drawing file *will not be deleted* by selecting Abandon.
- Selecting “Cancel” (or selecting the [X] control), will cancel the Save Changes procedure and you will return to the drawing.

How to Close a Drawing

Use any of these three methods to close the active drawing:

- Select the Close button (or press **File | Close All** from the File pull-down menu).
- Select the [**X**] in the upper-right corner of the window.
- Type the **[Ctrl] + [U]** keyboard shortcut for the Close command.

Once you have initiated the Close command (and if you have performed at least one command in the drawing), you will be prompted to Save or Abandon any recent changes made in the drawing.



"Save" will save all your work done until the point in which you closed the drawing: this will likely the option you select. "Cancel" will bring you back to the design to continue working. "Abandon" is generally only used if you have not performed any additional work (worth saving) in the drawing.

Note:

Selecting the Abandon option in the Save Changes panel, does nothing more dire than ignore your most recent work on a drawing (any commands issued since you last saved); if you choose the Abandon option, your drawing will not be deleted.

Exiting DynaSCAPE Design

Exiting DynaSCAPE Design can be done either by using the [X] in the upper-right corner of the screen or by choosing **File | Exit** on the pull down menu.

3

Opening a DynaSCAPE Drawing

Topics covered in this chapter:

- ✓ Opening existing and sample DynaSCAPE Design drawings
- ✓ Working with multiple drawings
- ✓ Opening a drawing from older versions of DynaSCAPE Design
- ✓ Converting a 4.x Drawing to 5.x or newer
- ✓ Managing DynaSCAPE Design files

Opening a DynaSCAPE Drawing

Pressing the second icon (“Open an existing drawing”) in the Top Button Bar will display the Open Drawing panel, which will allow you to open any previously saved DynaSCAPE Design drawing files. Although the panel will display all of the folders found on your computer, it will show only DynaSCAPE Design files—those with the ***.dpd** file extension. Open drawings by selecting a file and clicking the Open button in the lower-right corner of the panel, or double-click the file name in the directory. If you do not see the file extensions, you may need to change your folder settings using the procedure described later in this chapter. (See section “Resetting Windows Explorer to Show File Extensions”.)

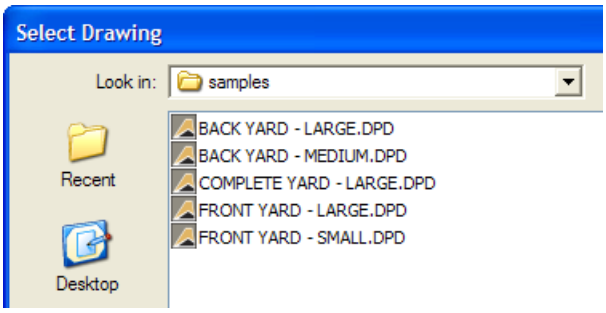
Opening a DynaSCAPE Design Sample Drawing

Use the Open Drawing panel to find and open the sample drawings we provide. Find them in the **Drawing Samples** folder at C:\Program Files(x86)\DynaSCAPE\Design \Samples (assuming that the DynaSCAPE software was installed on the C:\ drive of your computer as suggested.)

Important Note:

Depending on your version of DynaSCAPE Design, you may not see exactly the same list of sample drawings shown in the images below, but the sample drawings will be in the same folder location. Some versions of DynaSCAPE Design may not have this folder.

There are a number of sample drawings stored in the Samples folder:



Working with Multiple Drawings

DynaSCAPE Design gives you the option of opening multiple drawings in the Drawing Window. To see the various options for the display of multiple drawings, select the Window pull-down menu. (See Chapter 4 for more information on the Window pull-down menu.)

Setting the Active Drawing

You may open as many drawings as you like in DynaSCAPE Design; however, only the *active* drawing will be the target for the commands you issue. The active drawing will have a bright blue title bar; any other drawings will have a dim blue title bar. There are three ways to make a drawing active (when multiple drawings are open):

1. Click on any part of the drawing in the Drawing Window
2. Select the drawing to activate from the list displayed at the bottom of the Window menu
3. Choose **Window | Previous**, or hold **[Ctrl]** and press **[W]** as a keyboard shortcut for Previous file. Or choose **Window | Next**, or hold **[Ctrl + Shift]** and press **[W]** as a keyboard shortcut for Next file.

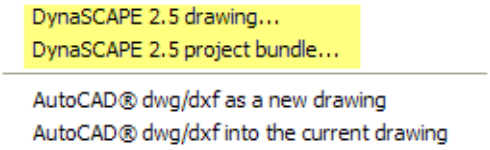
Note:

We strongly advise that only one drawing be open and active at a time. Having more than one drawing open, especially different versions of the same drawing, can be confusing, and can lead to accidental overwriting or loss of an entire drawing. DynaSCAPE can also become unstable if more than one drawing is open at a time. DynaSCAPE's drawing recovery can only recover one drawing in the case of a power failure or crash.

Opening a Version 2.0/2.5 (Legacy) Drawing or Project Bundle

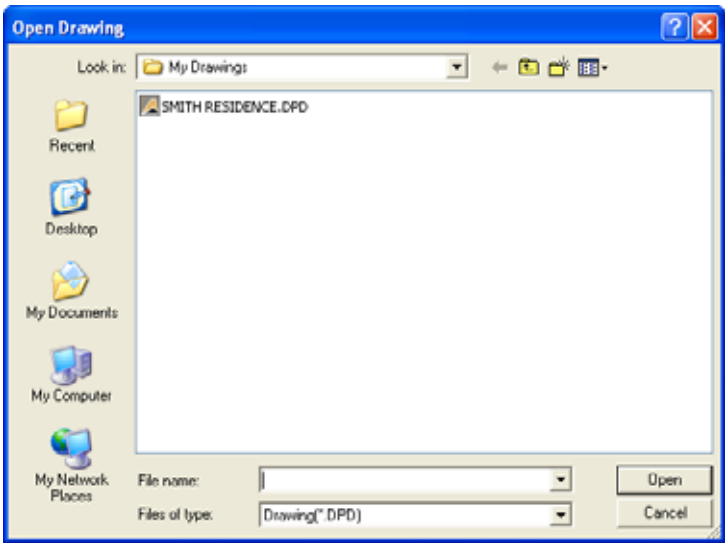
Drawings that have been created and saved in an older version of DynaSCAPE (2.x) will have the file extension (*.dpd) or ((*.prw).

To Import an older (legacy) version of a DynaSCAPE drawing (version 2.0 or version 2.5), select the pull-down menu **File | Import | DynaSCAPE 2.5 Drawing...,** or **File | Import | DynaSCAPE 2.5 Project Bundle**... to open the **Select Legacy DynaSCAPE drawing file** panel.


DynaSCAPE 2.5 drawing...
DynaSCAPE 2.5 project bundle...
AutoCAD® dwg/dxf as a new drawing
AutoCAD® dwg/dxf into the current drawing

Important Note:

If you cannot see any file extensions for your drawings you may need to change the view *of your files by clicking on the "Open an existing drawing" icon | View Menu icon (on the far right of the Open Drawing Panel) | Details. If you still cannot see the file extensions, follow the instructions in the section of this chapter called "Resetting Windows Explorer to Show File Extensions" (ahead).*



Notice how this file management panel displays only (*.dpd) files if you are importing a drawing, and (*.prw') files if you are importing a project bundle.

To open the file you want to import, select the file from the display list, then select the **Open** button (or simply double-click the file name).

If Your Drawing Will Not Open

If you are using the Open command to view a (.dpd) file, and DynaSCAPE Design cannot display the drawing (the drawing won't open), then you are likely trying to open a file from an older version of DynaSCAPE Design. Try using the Import method described above.

If you are using the Import method to view a (*.dpd) file and get the an error message like the one below, your drawing was most likely created using a more current version of the DynaSCAPE Design software. To open this drawing file, use the standard method described at the beginning of this chapter.

Drawing Encrypted
The file SAMPLE DRAWING.DPD has been encrypted with a password not belonging to the project. The drawing cannot be opened.
Ok

Deleting Unneeded Project Management Files

After upgrading to DynaSCAPE Design from an older version of the program some files in your computer (where you stored your previous drawing files) become unnecessary. For example, files with a [*.prt] extension or [*bmp] extension used under the old Project Management filing system can be deleted.

Note:

The deleting of old project management files is not required, but deleting them will free up disk space. Caution: Be careful not to delete old files before you've imported and saved the drawing files in the latest DynaSCAPE Design format.

Use Windows Explorer to find and delete these files, for example, in folders with automatically generated names such as “Designs 2002”. The name of a [*.prt] file always matched the name of the project folder; that is, if you had a “Smith” folder in “Designs 2002”, you would have had a [Smith.prt] file there, as well. All [*.prt] files can be deleted, but be careful not to delete the old Project folders before you’ve imported and saved the drawing files in the latest DynaSCAPE Design format.

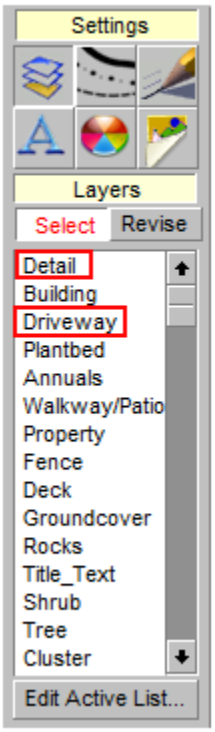
Converting a 4.x Drawing to 5.x or Newer

DynaSCAPE version 5 (and newer) has a different layer list than version 4 and previous versions. This also means that the Modes have also been changed to match the new layer list in version 5 (and newer). In addition, version 5 (and newer) has rebuilt library figures that contain the new layers. 4.x drawings can be opened in version 5 (and newer), but it is important to know the difference between the two versions, especially if you wish to continue working with the version 4.x drawing.

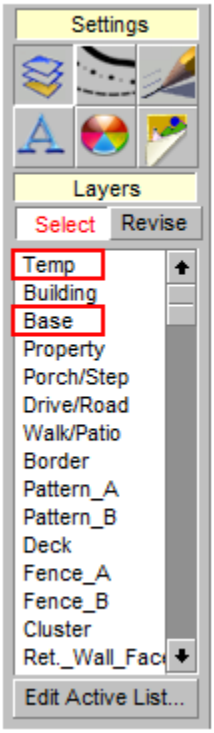
How Do I Know if My Drawing is Version 4.x or Version 5.x and Newer?

If you look at the layer list of the drawing in question, the first clue will be that the first and third layers have changed (among others). If the first layer is **Detail** and the third layer is **Driveway**, your drawing is not a version 5.x (or newer) drawing. In version 5 (and newer) the Detail layer has been changed to Temp (see image below):

Old Layer List



New Layer List



Can I Convert a Pre-Version 4.x Drawing to 5.x or Newer?

Yes, you can convert any older version drawings to version 5.x (and newer). However, pre-version 3x drawings have softscape and hardscape labels from different estimating system and as a result they will not be recognized to create a Material List or Plant Schedule.

Version 2.5 Project Bundles (.PRW) will first need to be imported into DynaSCAPE version 5 (follow the steps outlined earlier in this chapter).

Why Do I Need to Convert my Drawings to 5.x or Newer?

Any version 4.x drawing will open in version 5, allowing you to view, navigate and print, but it is not recommended to edit or work on the 4.x drawing until it has been converted to 5.x (and newer) format.

What are the Main Differences Between a 4.x and a 5.x and Newer Drawing?

1. **Layers** - version 5 has a new layer list with additional layers and a reorganization of the layers into a more intuitive order
2. **Modes** - version 5 has a new set of modes designed to work with the new layer list
3. **Figures** - version 5 library figures all contain the new layers
4. **Softscape Labels** - version 5 uses a new format of plant labels that correspond with the properties of the plant information found in the new, Horticopia based Online Plant Database (plant types, leaf colors, bloom colors etc.)
5. **Hardscape Labels** - version 5 uses a new Design Label format that uses a descriptive type of label instead of a material

What Tasks Can I Perform Without Converting to 5.x and Newer?

With a 4.x drawing opened in version 5 (or newer), you can:

- View and navigate
- Print and Save-as PDF or JPEG
- Erase and edit geometry

Tasks Not Recommended Prior to Converting to 5.x and Newer

The following tasks are not recommended to undertake prior to converting a 4.x drawing to 5.x (and newer) format:

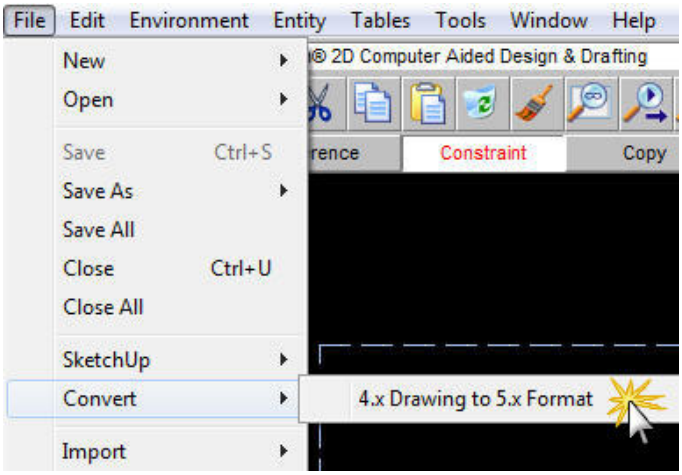
- Do not add library figures - version 5 (and newer) library figure use the new layers and will not show up correctly on an unconverted drawing
- Do not use Modes - version 5 (and newer) modes will turn off different layers than version 4 and this will cause the version 4 drawing to view incorrectly
- Do not create a Material List - version 5 (and newer) will not recognize version 4 Softscape or Hardscape labels that have not been converted to create a Material List
- Do not create a Plant Schedule - version 5 (and newer) will not recognize version 4 Softscape labels that have not been converted to create a Plant Schedule

How to Convert a Drawing to 5.x and Newer Format

To convert a version 4.x drawing to version 5.x (and newer), follow these steps:

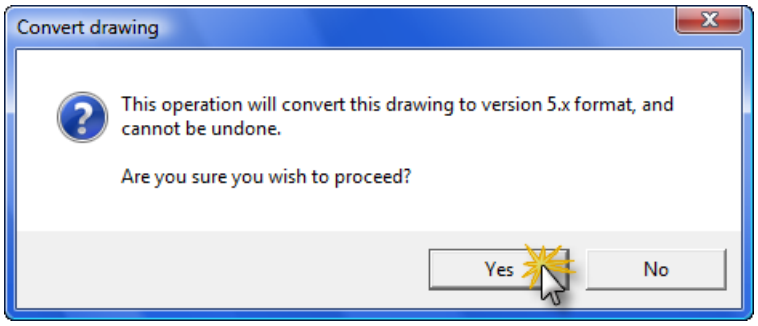
1. Open the version 4.x (or 3x) drawing

2. From the File menu, select Convert > version 4.x drawing to 5.x Format

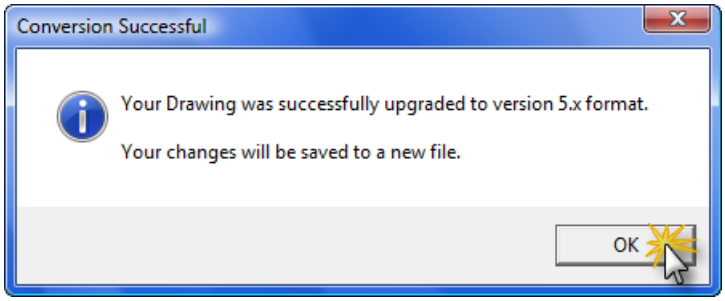


3. A message box will appear warning you that this conversion cannot be undone. There is not need to worry here because you will be saving the

converted drawing as a new one, allowing you to keep the original drawing as 4.x drawing in the case that you may need it.


Convert drawing
This operation will convert this drawing to version 5.x format, and cannot be undone.
Are you sure you wish to proceed?
Yes
No

4. Click **Yes**. The process will go very quickly and a message box will appear to say the conversion is complete. It also says you changes will be saved to a new file. This means that you will need to click Save and save the drawing under a new. It is recommended that you save the drawing under a name that will help you recognize that the drawing has been converted to version 5.x (and newer) (e.g. add '5.x' at the end of the name).


Conversion Successful
Your Drawing was successfully upgraded to version 5.x format.
Your changes will be saved to a new file.
OK

Note: The process will turn all your layers on to show that they all have been converted. You can now use any of the modes to view the items you wish to see.

5. Click **Ok** and then Save the drawing under a new name.

Limitations of Converted Drawings

Once a drawing is converted to the new version you will be able to edit and print as usual. You will also be able to perform functions such as creating Material Lists in Word or Excel, generate a Plant Schedule, import into DS|Quote or DS|Manage and the new DS|Manage360 (Manage Website). However, there are some limitations you need to be aware of:

Creating Material Lists in Word or Excel

You can create material lists without prices. Prices were not embedded into 3.x and 4.x drawings and therefore cannot be extracted for this function.

Generating Plant Schedules

Plant Schedules can be generated but the old plants types will not be recognized. All plants will be placed under a Other Plants heading.

Generate a Plant Picture Catalogue

Since v4.x drawings are linked to the old Plant Encyclopedia, plant picture catalogues will not be able to be created after conversion to 5.x (and newer)

Import into DS|Quote or DS|Manage for Quotation

All links to materials and kits in DS|Quote or DS|Mange will be maintained, allowing you to generate quotes and material lists in Quote or Mange. DS|Quote or DS|Mange will need to be update to the new Design 5.x (and newer) compatible version in order to perform this function.

Import into the New DS|Manage (web version) for Quotation

All links to materials and kits in DS|Quote or DS|Mange will be maintained, allowing you to generate quotes and material lists in the new DS|Manage (web version).

File Management

How DynaSCAPE File Management Differs from Older Versions

If you are a first-time DynaSCAPE Design user (and you are not likely to receive any drawing files saved in a previous version), you can ignore this section of the chapter. And, because we showed you how to save your work in Chapter 1, you're ready to go. If, on the other hand, you are upgrading to DynaSCAPE Design, or have received a [*.dpd] file in a previous version of DynaSCAPE Design, read on.

DynaSCAPE uses standard Windows file management for the storage of drawing files. This system is different from earlier versions of DynaSCAPE Design that used a file management model called "Project Management".

With DynaSCAPE Design there is no longer any Project Management panel, or Project Management functionality. This change has only one small negative impact: there is no more drawing preview window.

Switching to a standard file management system means the following:

1. A dramatically simpler filing system.
2. No need to create a Project Name when you save a drawing.
3. No need for "Project Bundling", so moving drawings is easier.

Saving Old Drawing Files

In the next image, we show an example of the old model of storing a single drawing. A project "Smith" has two files associated with it: **Smith.dpd** and **Smith.bmp**. If you delete Smith before importing and saving the *.dpd file, the drawing will be lost.

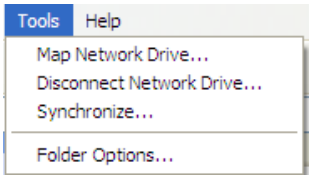
Resetting Windows Explorer to Show File Extensions

The following pages examine a number of file management issues. In order for you to follow the text and instructions ahead, you may need to reset one of the controls in Windows Explorer so that you can see file name extensions. Changing the visibility of file name extensions will not adversely affect the operation of any program in your computer, so there is no need to reverse the changes we make to the settings.

In Windows XP:

Open Windows Explorer by **right-clicking** on the Windows Start button and choosing Explore, or click the Windows Explorer icon.

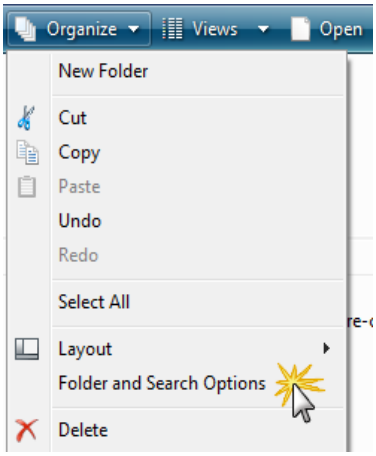
From the Tools menu (at the top of the Windows Explorer panel), select **Folder Options** to open the Folder Options panel.

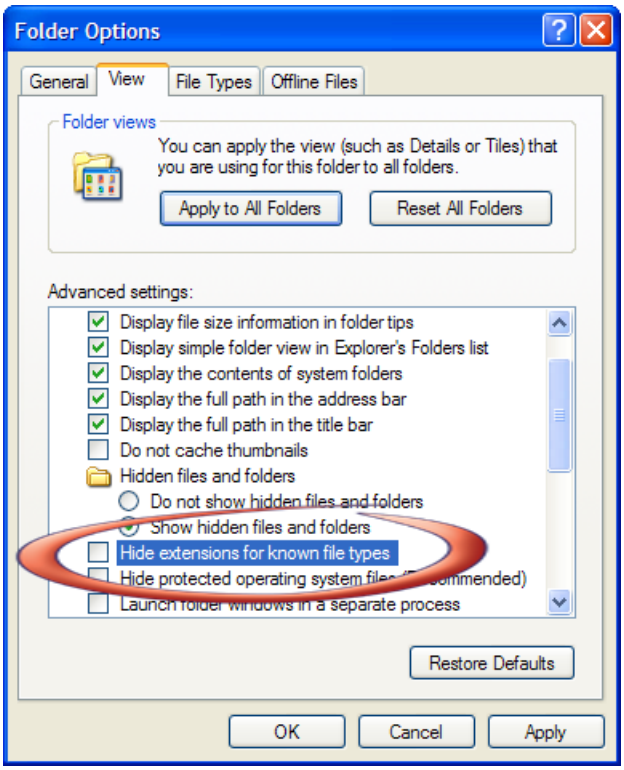


In Windows Vista and Windows 7:

Open Windows Explorer by **right-clicking** on the Windows Start button and choosing Explore, or click the Windows Explorer icon.

Click on the **Organize** menu and choose **Folder and Search Options** to open the Folder Options panel.




Folder Options
General
View
File Types
Offline Files
Folder views
You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.
Apply to All Folders
Reset All Folders
Advanced settings:
Display file size information in folder tips
Display simple folder view in Explorer's Folders list
Display the contents of system folders
Display the full path in the address bar
Display the full path in the title bar
Do not cache thumbnails
Hidden files and folders
Do not show hidden files and folders
Show hidden files and folders
Hide extensions for known file types
Restore Defaults
OK
Cancel
Apply

Select the **View** tab in the panel (as above) to display the list of view settings.

Then do the following:

6. **Uncheck** the "Hide extensions for known file types" toggle (shown above).

7. Select the **Apply** button in the lower-right corner of the panel.

8. Select the **Apply to All Folders** button near the top of the panel.

9. A **Folder Views** panel will pop up and ask you to confirm these changes: select the **Yes** button.

10. Select OK in the Folder Options panel, and close Windows Explorer.

Backing Up and Protecting Your Work

Backing up your drawing files is highly recommended because computer environments, hardware, operating systems, software, and operators are not 100% dependable.

Here are a number of ways to back up your files:

1. Copy your completed drawing files to a back-up folder within your own computer. This is the quickest way of protecting your files. Using a second hard drive in your computer as the back-up storage drive will protect you if your main hard drive fails.
2. Back-up files on a removable disk drive or tape drive.
3. Burn your files onto a CD or DVD. (Note: You will not be able to use a CDRW in the same way as a disk or tape drive. Use these storage devices only for completed work that is not likely to require editing)

Program Resources

DynaSCAPE Design ships with a number of useful resource files. The following files or folders can be found in the C:\Program Files\DynaSCAPE\Design\Resource folder:

- The **Drawing Samples** folder contains sample drawing files that show some of the design possibilities that DynaSCAPE offers.
- The **Resource\Tutorial** folder contains the drawings used in the Tutorial Chapters in this guide as well as sample lot plans that can be used for practicing tracing rasters.

Additional Resources

In addition to the resources above, the Resource folder also holds a number of graphic image files with the [*jpg] extension that may be useful. These include:

- Image files of a scanned property survey to practice tracing for base plans
- A LOTPLAN.jpg file with the measurements to be used in the Tutorial chapter in this guide
- Images of the plants used in the Tutorial

4

Menus, Settings and Controls

Topics covered in this chapter:

- ✓ Using the DynaSCAPE pull-down menus and their options
- ✓ Using the Inference Engine (Snaps)
- ✓ Changing the drawing settings and defaults
- ✓ Using On-line Help

DynaSCAPE Design contains many different tools, toolbars and menus. This chapter will describe the various pull-down menus and the options they provide.

Pull-Down Menus

The pull-down menus **Edit**, **Window** and **Help** will be familiar to any Windows user. The **File** menu is also shared by most Windows applications; however, in DynaSCAPE Design it contains a few DynaSCAPE-specific commands.

The other four pull-down menus are unique to DynaSCAPE Design. In the pages that follow, we will explore menu commands of greatest importance to a new DynaSCAPE Design users. Information on other commands can be found by selecting the command of interest and [F1] for on-line Help.

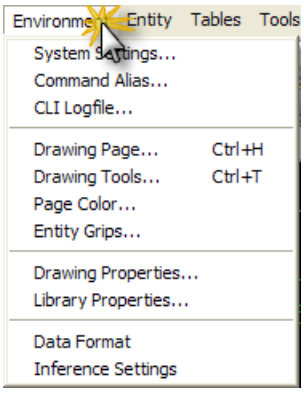
The Environment Menu

The Environment menu contains all of the basic controls that affect the work environment in DynaSCAPE Design and is one of the most important menus to be familiar with.

Global Versus Active Drawing Control Settings

Three of the controls in the Environment menu (**System Settings**, **Command Alias** and **Library Properties**) are *global* control settings, meaning they control program-wide aspects of DynaSCAPE Design.

The remaining controls in this menu **apply only to the active drawing**, which is currently open. This means that changes in these controls and settings will only alter the environment of the drawing in which they are changed, even though many drawings may be open.



Changing Settings on the Fly

Forgetting to change a setting at the beginning of a drafting session isn't a problem. DynaSCAPE Design's drawing environment can be changed at any stage of the drafting process without your having to abandon your work. However, line thicknesses, font sizes and hatch scale are pre-set by the prototype and become the default settings for your drawing.

Using the Environment menu to change active drawing scale in mid-stream, can greatly change how new lines, text and hatches appear; lines, hatches and text may be too large, small, thick or thin, so manual adjustment of these variables is necessary. Similarly, the Environment menu lets you change to a new sheet size, but in doing so your drawing may need to be repositioned in respect to the drawing limits.

Important:

Care should be taken when making global changes. Save a separate version of your work prior to making major changes to the environment. By doing so, you can quickly return to the original version if necessary.

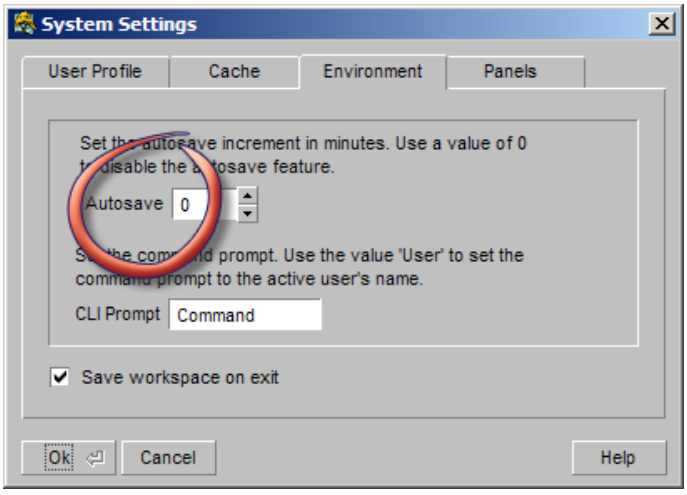
System Settings

The System Settings panel consists of four tabs, of which the **User Profile** tab and the **Environment** tab are most commonly used. Open the **Systems Settings** panel by using the pull-down menu to navigate to **Environment | System Settings**.

The User Profile Tab

Selecting the **User Profile** tab gives you access to your registration information as well as your name and company name. The permissions settings here are locked and cannot be changed.

The Environment Tab: The Autosave Setting



Selecting the **Environment** tab in the **System Settings** panel gives you access to the Autosave command setting.

Important Note

System Settings are Global in nature so all active drawings will be affected by changes made.

Command Aliases and Keyboard Shortcuts

What is a Command Alias?

A **Command Alias** is a user-defined keyboard shortcut that:

- Makes it possible to create keyboard shortcuts that create the text for the Insert Text, Insert Text with a Leader, Revise Text, and Revise Text with a Leader tools. This will be covered in the chapter titled *Basic Drawing Tools*.
- Activates a pre-saved auto-run sequence (macro) consisting of one or more commands.

The Command Alias tool is found by selecting **Environment | Command Alias**.

Example Command Aliases in DynaSCAPE Design

Refer to the examples below to help create your own command aliases, or add them to your own list. More examples regarding editing text can be found in the chapter titled *Deleting and Revising Entities*.

TABLE 1. Example Command Aliases

Shortcut	Code	Description
Z	^iZOOM DRAWING WINDOW ^#	Turns on the Zoom the Drawing using a Window tool.
ZZ	^iZOOM DRAWING LIMITS ^r	Zooms the drawing to the drawing limits.
ZD	^iZOOM DRAWING EXTENTS ^r	Zooms the drawing to display all drawn objects.
PAN	^iSCROLL DRAWING VECTOR ^r	Activates the scroll (pan) tool

TABLE 1. Example Command Aliases

Shortcut	Code	Description
CO	^iTRANSLATE ENTITY SELECT TRANSFORMATION COPY ^#	Turns on the Move/Copy tool with Copy on
CF	^iTRANSLATE ENTITY SELECT TRANSFORMATION ORIGINAL^#	Turns on the Move/Copy tool with Copy off
R	^iREPAINT ^r	Repaints the drawing page.
D	^iDELETE ENTITY ^#	Deletes any selected objects.
L	^iINSERT LINE LOCATION ^#	Turns on the Insert Line tool.
LL	^iINSERT LINE LOCATION Length ^#	Turns on the Insert Line tool and waits for a length to be entered.
C	^iINSERT CIRLCE LOCATION ^#	Activates the circle tool
CC	^iINSERT CIRLCE LOCATION Radius ^#	Activates the circle tool and waits for the radius to be entered
P	^iINSERT POLYLINE LOCATION ^#	Activates the Polyline tool
PC	^iINSERT POLYLINE LOCATION Smooth Autobulge SELECT CONSTRAINT OFF ^#	Activates the Polyline tool with Smooth Polyline selected and constraints turned to None
PCA	^iINSERT POLYLINE LOCATION Smooth Autobulge DefTAngle SELECT CONSTRAINT OFF ^#	Activates the Polyline tool with Smooth Polyline selected and constraints turned to None and waiting for you to define the start angle
RFN	^iREVISE ENTITY ATTRIBUTES Fill On ^#	Turns on the fill of selected lines and curves.
RFO	^iREVISE ENTITY ATTRIBUTES Fill Off ^#	Allows you to select lines to turn the fill property Off
ROB	^iREVISE ENTITY ATTRIBUTES Output 10 ^#	Allows you to select objects to revise their output color to black

Creating a New Command Alias

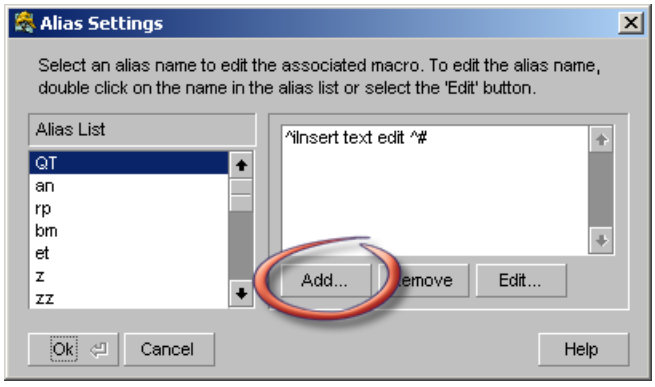
Note

Creating a new command alias is recommended for advanced DynaSCAPE Design users. New users may wish to skip to the next section and tackle this later.

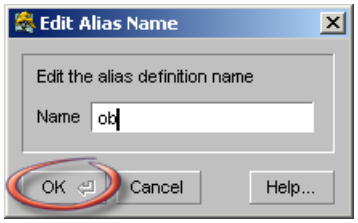
The Command Alias tool is found by selecting **Environment | Command Alias**.

To create a new command alias:

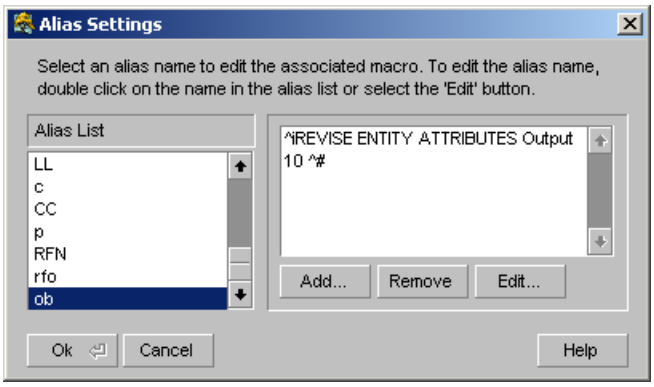
1. Click the **Add** button in the Alias Settings panel.



2. Enter a shortcut in the window that appears. For example, a shortcut to set the Output Color to Black might be **OB**. Click **OK** to add the shortcut. No two shortcuts can be the same.



3. Enter the new command code (see the Command Alias Syntax section below.



4. Click **OK** to save the command alias. To use the command alias while drawing, type the shortcut followed by **[Space]** or **[Enter]**.

Command Alias Syntax

Creating a new command alias requires entering the code to execute a command in a way that DynaSCAPE Design understands. Fortunately, most commands and options in DynaSCAPE Design are duplicated in the CLI. For example, right-clicking the **Insert Line** tool and entering 10' in the Length field and 30 in the Angle field in the modifier panel displays *INSERT LINE LOCATION: [2D LOCATION]Length 10 Angle 30* after the prompt in the CLI. (*: [2D LOCATION]* is merely informational and can be ignored.)

In addition to the command itself, a command alias requires a prefix, *^i*, and a suffix, either *[Space]^#* or *[Space]^r*. The suffix depends on whether more input is required. If, as with *INSERT LINE LOCATION*, the user must click on the drawing or make some other input, the command alias should include the *[Space]^#* code. Otherwise, as with *REPAINT*, the command should end with *[Space]^r*.

If a command requires separate inputs for different options, use the *[space]^#* code after each option.

Refer to the table presented earlier on in this section for examples.

The Drawing Page Settings

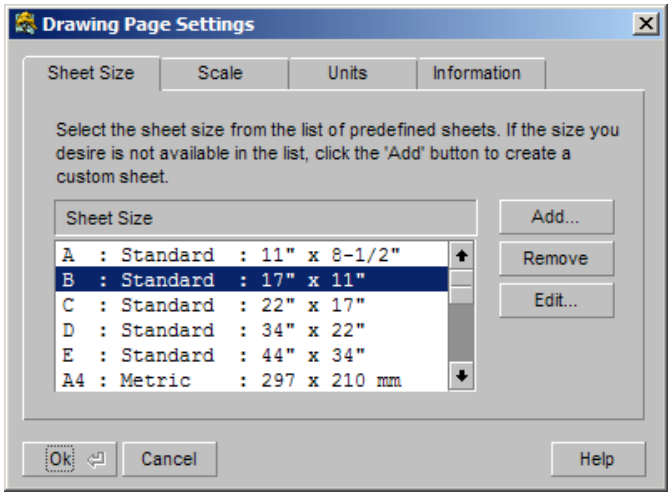
From the pull-down menu, select **Environment | Drawing Page** to open the Drawing Page Settings panel. This panel can also be opened using a keyboard shortcut: hold the **[CTRL]** key and press **[H]**.

Important Note

DynaSCAPE Design allows you to change any or all of the default settings in Environment | Drawing Page at any time during a drafting session. For instance, you may change a drawing that was originally set up in metric units to imperial units (or vise versa), which can be very useful if you must work with data in both units at the base-planning stage, drafting stage, or estimating phase of a landscape plan.

Changing the Sheet Size (Paper Size) of a Drawing

The **Sheet Size** (paper size) tab in the **Drawing Page Settings** panel highlights the current size of the drawing sheet in the Sheet Size list. If you wish to change the sheet size simply use the scroll bar on the right side of the list to find an alternative size, select the new size, and then select **[OK]** to complete the change and close the panel.


Drawing Page Settings
Sheet Size
Scale
Units
Information
Select the sheet size from the list of predefined sheets. If the size you desire is not available in the list, click the 'Add' button to create a custom sheet.
Sheet Size
A : Standard : 11" x 8-1/2"
B : Standard : 17" x 11"
C : Standard : 22" x 17"
D : Standard : 34" x 22"
E : Standard : 44" x 34"
A4 : Metric : 297 x 210 mm
Add...
Remove
Edit...
Ok
Cancel
Help

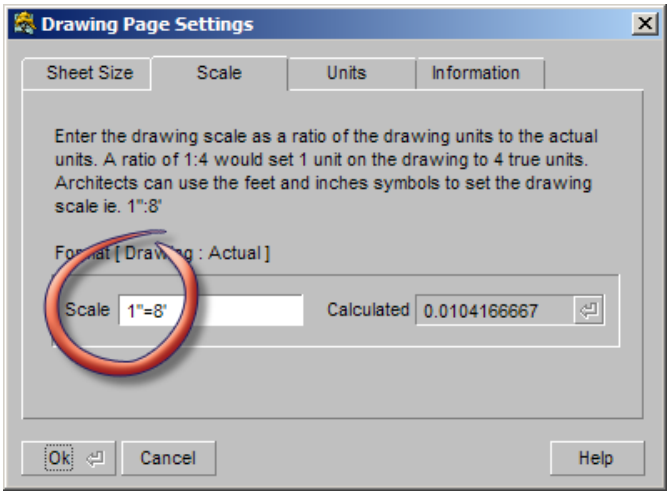
Changing the Scale of a Drawing

The **Scale** tab in the Drawing Page Settings panel shows the current drawing scale. You may change the active drawing scale simply by entering a new value (or editing

the current value) in the Scale box and selecting **[OK]** to complete the change and close the panel.

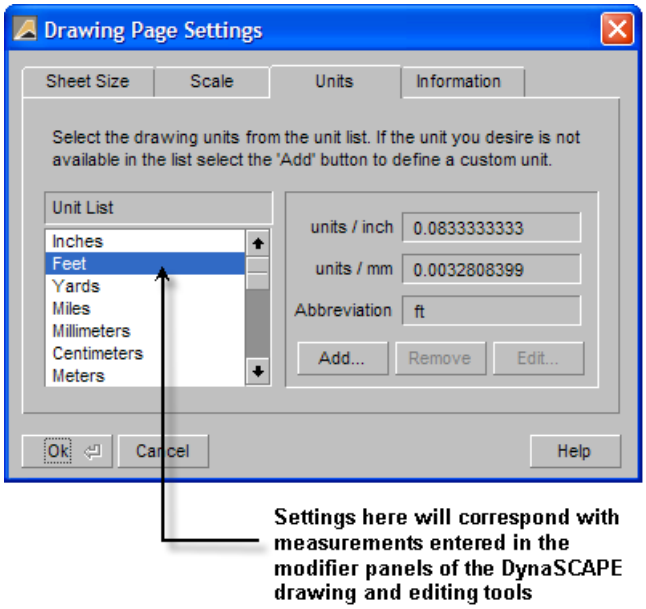
Important Note

The drawing scale may be entered either as a ratio (for example, 1:50), or as an imperial scale (for example, 1" = 4'). Be sure to include the foot and inch symbols when entering new scale values.


Drawing Page Settings
Sheet Size
Scale
Units
Information
Enter the drawing scale as a ratio of the drawing units to the actual units. A ratio of 1:4 would set 1 unit on the drawing to 4 true units. Architects can use the feet and inches symbols to set the drawing scale ie. 1":8'
Scale
1"=8'
Calculated
0.0104166667
Ok
Cancel
Help

Viewing or Editing the Default Measuring Units

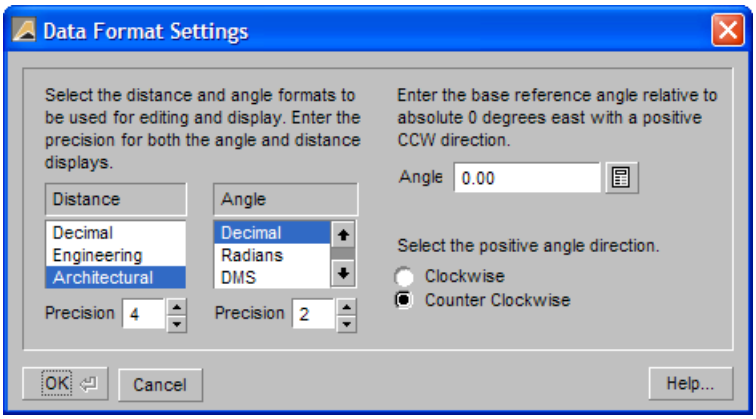
The **Units** tab in the Drawing Page Settings panel allows you to view or edit the default units of measure in the currently active drawing, which is useful if you need to switch between imperial and metric measurements when working with property surveys or architectural drawings.



In the example above, the default measuring unit is “Feet”. This means that when a numeric value is required (when entering the length of a line, for instance) the software will interpret the numbers entered as feet.

Viewing and Editing the Data Format Settings

From the pull-down menu, select **Environment | Data Format** to open the *Data Format Settings* panel (below).



In the panel shown, by selecting Architectural, feet and inches are chosen to edit and display distance data. Although this format may at first seem like the only format for

distance (length) data when using Imperial measure, there is Engineering scale, which measures distances in decimal feet, not feet and inches (e.g. 10 Scale means one-inch equals 10 feet) and Decimal, used for metric drawings.

For a complete explanation of all of the formats for distance and angle, select **[Help]** in the lower-right corner of the panel or press **[F1]**.

Entering Lengths with Feet Only

When using the Architectural format entering a length of only feet does not require you to use the symbol for feet. Just type in the number of feet and press [Enter] or [Space]

E.g. for 6'-0", Type 6 and press [Enter] or [Spacebar]

Entering Lengths with Feet and Inches

When using the Architectural format and entering a compound measurement involving feet and inches, it is not necessary to type the symbol for inches (quotation mark) when the default measuring unit is set to 'Feet'. The software assumes that the value following the symbol for feet (an apostrophe) represents inches. You will have to supply the symbol for feet, if the default measuring unit is set to inches (or convert the compound value entirely to inches).

e.g. for 5'-3" enter 5, foot symbol (') and then 3 and press [Enter] or [Spacebar

If using decimals instead of the foot symbol, DynaSCAPE will assume any number before the decimal is for feet and any numbers after the decimal is a percentage of a foot and will be converted to inches.

e.g. for 1'-6" enter '1' decimal '5' and press [Enter] or [Spacebar

If the default measuring unit is set to Decimal, both the feet and inch symbols must be used or the software will assume the value is in decimals. It is possible to change your default units from Imperial to Metric and back again. This is often done when creating a base plan using a metric property survey, for a design that will be drawn in feet and inches.

Entering Lengths with Feet, Inches and Fractions

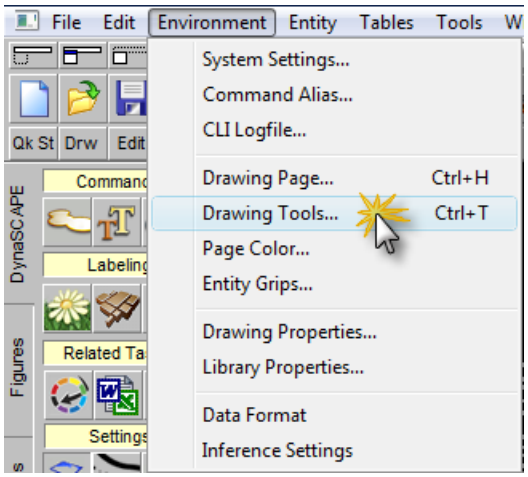
Since most users will employ the Architectural format the following table shows the proper syntax for entering a *fractional* length into the system:'

Description:	Type this:
3 Foot - 5 and 3/4 Inches	3'5-3/4

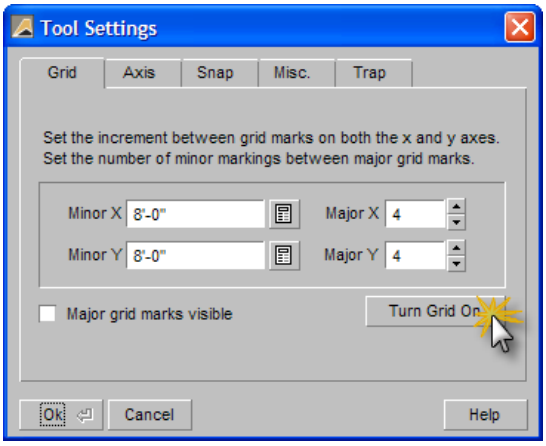
Grid, Axis and Snap Tool Settings

The default settings for the visibility of the reference grids available in DynaSCAPE Design, as well as the snap locations, can be found in the pull-down menu **Environment | Drawing Tools...** These can be used to show a visible grid on the drawing page similar to graph paper in addition to allowing you to snap your line to this grid. These can be used to assist in the drawing process.

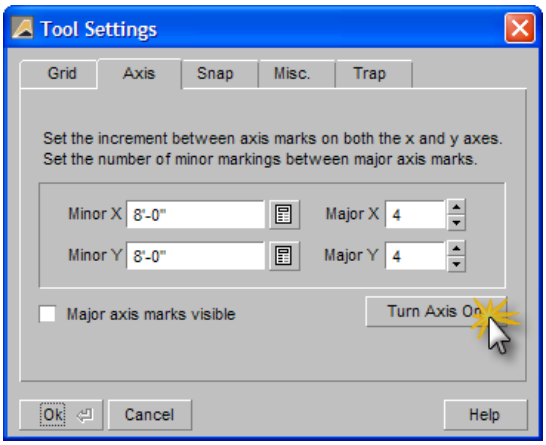
if



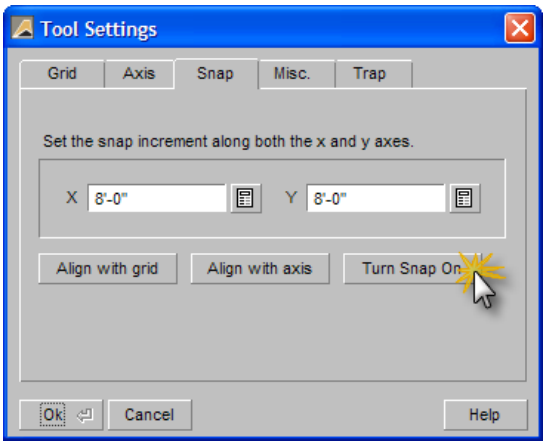
Grid— The grid is a series of dots that are placed at set intervals on the screen when turned on.



Axis—The axis acts the same as graph paper would when drawing by hand. When turned on it will place grid lines on the screen at the spacing set by the panel.

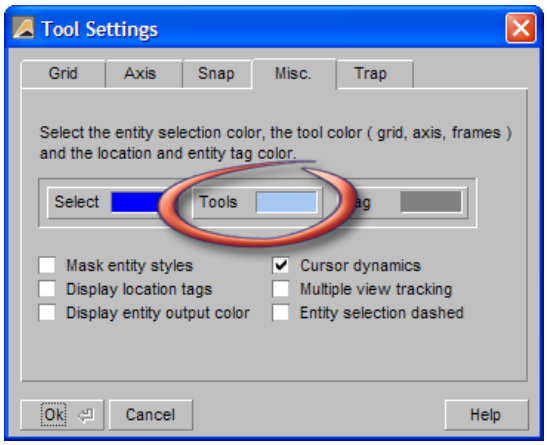


Snap—The snap works much like the inference settings, snapping to the grid/axis for placement of lines, figures and other entities.



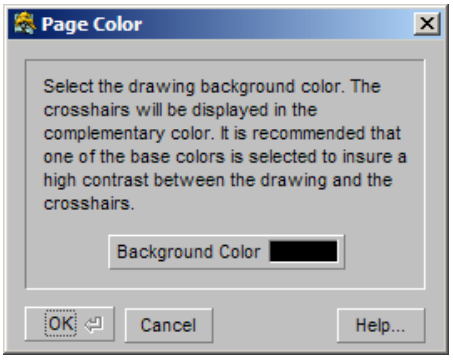
Changing the Color of the Grid and Axis

To change the color of the Grid or Axis, click on the Misc. tab in the Tool Settings panel. Click on the tools button in the middle of the panel and change the color. Changing to a color like dark grey will be less visually obstructive than a lighter color.



Background Color of the Drawing Page

To access the controls for the background page color select **Environment | Page Color**.

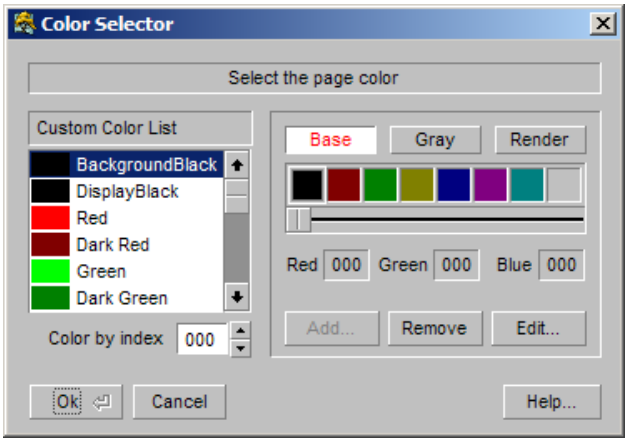

Page Color
Select the drawing background color. The crosshairs will be displayed in the complementary color. It is recommended that one of the base colors is selected to insure a high contrast between the drawing and the crosshairs.
Background Color
OK
Cancel
Help...

The default background color for the Drawing Window is black in all DynaSCAPE Design Prototype drawings, a color many find easy on the eyes and one that provides the best contrast for other screen colors. However, you have the option to change the background color to any of the 256 colors. This option is **not** a global setting and will only effect the current drawing.

Changing the Background Color When Using Color Figures

Most DynaSCAPE Design users print their work in a simple, black-on-white format. DynaSCAPE provides the ability to print in color, and Color Figure Libraries are provided. If you would like to use the Color Figure Libraries, you may wish to reset the background color of the Drawing Window to white. This way, you will see the elements on your screen exactly as they will appear when printed on white paper.

To change the Drawing Window background color, click the Background Color button in the Page Color panel to open the Color Selector panel.



Using this panel, you can reset the background color of the Drawing Window to any one of 256 colors. To change the background color of the Drawing Window to white, for example, scroll to the bottom of the Custom Color List. Select “White”, and then

OK. For an in-depth tour on using the Color Selector, select **[Help]** in the lower-right corner of the panel or press [F1].

Printing With Screen Colors

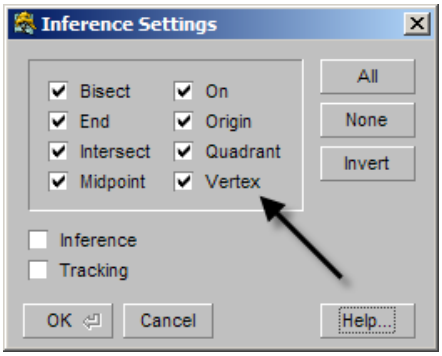
When printing, if you would like to use the on-screen colors (Display) as the output color (Output), be sure to select the option “Print using the entity display colors” from the Color tab in the Print Drawing panel. Send print jobs to the printer by pressing the print icon, or use the pull down menu **File | Print**.

Inference Settings

Drafting with DynaSCAPE is made easier by using a small but powerful tool called an *Inference Engine*. As the name suggests, this tool allows the program to infer specific reference points found on existing objects in a drawing. By referencing these locations, such as endpoints and midpoints of lines, or origins and quadrants of circles, you can create accurate arrangements of entities, without having to enter precise location coordinates. By turning the Inference toggle on, tools and functions that can use inference will automatically snap to available inference points that it finds as your cursor gets close to them. The controls that govern *Inference* can be seen (or edited) by right-clicking on the **Inference** toggle and selecting **Properties** or by opening the **Inference Settings** panel (**Environment | Inference Settings**).

Important Note

Other CAD software may refer to Inference or Inference Settings as object snaps.



Eight different inference locations are listed and active in the Inference Settings panel, above. In most cases, you will leave these settings as they are to give you the most Inference locations to choose from.

Not all entities have all of the above attachment points. Lines, for instance, only have "*End*", "*Midpoint*" and "*On*" attachment points. Where two entities overlap, a new location, "*Intersect*", is created. As you use DynaSCAPE you will see which of these object locations apply to the various entities in a drawing.

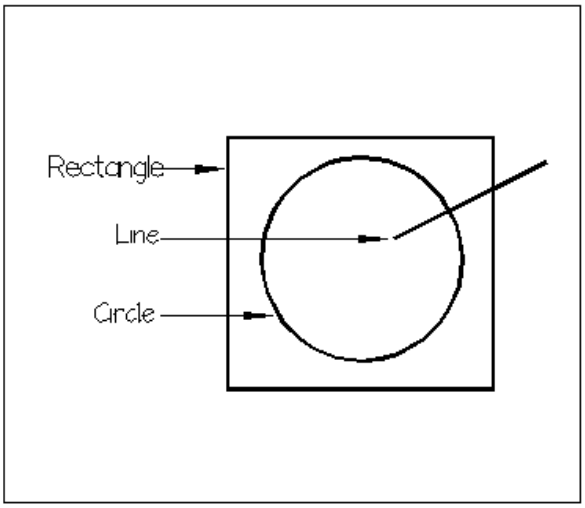
Why Use Inference When Drafting a Plan?

Using **Inference Settings** as you draft your plan increases the accuracy, and ultimately the quality and usefulness, of your work. DynaSCAPE is not only a drafting tool but also a sophisticated and powerful estimating tool. In landscape work, accurate materials estimates can make or break the profitability of a project.

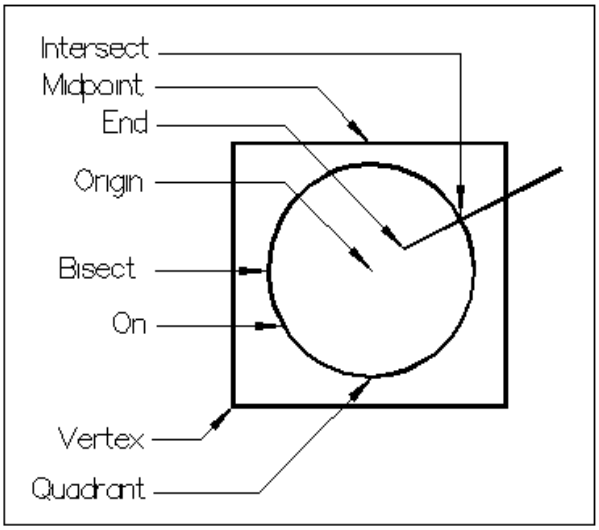
We will see later in this manual that the elements in your drafted plan are the data for the materials estimating process; therefore, accuracy and precision in the drafting process are very important. Using Inference when drafting helps you ensure the accuracy of the area, length and numerical data derived from your drawing.

How to use Inference

In the first image below, three entities are shown: a rectangle, a line and a circle.



In the above example you can see three geometric shapes. What you can't see are the various locations where you could attach a new entity by using Inference. In the following diagram, we have labeled some of the possible attachment locations.



A Sample of Inference Locations Described

- The *Origin* (shown in the diagram) is the center of the Circle. Origin is also the pivot of the radius in a Smooth Polyline segment (not shown here).
- One *Midpoint* is labeled. There are actually four more: three at the center of the remaining sides of the Rectangle and one at the center (midpoint) of the Line.
- One *End* is labeled, but there is, of course, one more at the opposite end of the Line.
- Two attachment points unique to Circles are shown: *Bisect* and *Quadrant*.
- One *Vertex* is labeled, and there are three more vertices at the remaining corners of the Rectangle.
- There is one *Intersect* location labeled; there is another where the Rectangle and Line overlap.
- The labeled "*On*" location is only one of a theoretically infinite number of locations for an "On" attachment point. "On" is simply *anywhere* along an entity where one of the other seven location options does not apply.

Important Note

The list shown above is not *an exhaustive list of all possible attachment locations for all the entities in DynaSCAPE Design, but is meant as an introduction to the range of options in the system. As you draft real plans you will discover the full range of options presented by this tool.*

As stated, the various possible object attachment locations (inference locations) associated with the elements in your drawing are not normally visible. In order to see these locations (and make use of them), we have to use Inference and Tracking, both described below.

How to Set Inference on Temporarily

When you are at the point of selecting a location during a drawing command (and you wish to use Inference), hold [Shift] and move the cursor over an object in the drawing. As the object falls within the outer *entity trap* (the outer box displayed around the cursor cross-hairs), the object's nearest attachment location will be displayed as a pop-up message on the cursor. As you move the entity trap along the selected object (keep holding [Shift]), watch the message: it will change to correspond to the various features of the object. When you find the attachment location that you want to use, left-click and the entity will *snap* to the selected location. Release [Shift].

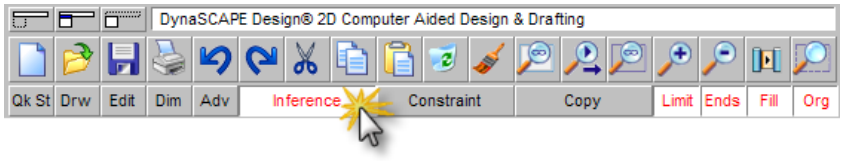
Important Note

Inference also enhances speed and precision during joining, moving, rotating, stretching or copying procedures. Almost all drafting or editing functions can be accomplished with greater accuracy by using the Inference Engine.

Setting the Inference Engine to Run Continuously

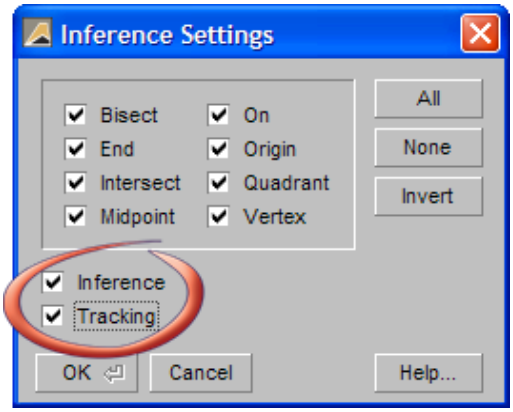
We have seen in the previous pages that the Inference Engine is turned on by holding **[Shift]** while inserting an entity. Holding [Shift] makes entity attachment locations visible and available to use. To turn the Inference Engine on to run continuously, there are two options:

1. Click on the Inference button in the Toggle bar so that it turns white:



Or

2. Go to the pull-down menu **Environment | Inference Settings** and turn both Inference and Tracking on. The Inference toggle turns on or off the Inference Engine; the Tracking toggle turns on or off the display of inference location messages on the cursor. It is best to turn both on to ensure accuracy.



Should Inference Always be Set to Run Continuously?

Setting the Inference Engine to run continuously is a great idea during the initial stages of drafting a landscape plan (or when drafting complex construction details). However, once Figures are introduced to the design (or when working with Smooth Polylines) you may find that there is a significant slowing of the software if Inference is on all the time.

Essentially, the software can become overwhelmed by the vast number of potential object attachment locations in a complicated drawing. As your drawing increases in complexity, it is recommended that you deselect the Inference and Tracking toggles in the Inference Settings panel. The Inference Engine will still be available to you (if you need it) by holding **[Shift]** on the keyboard.

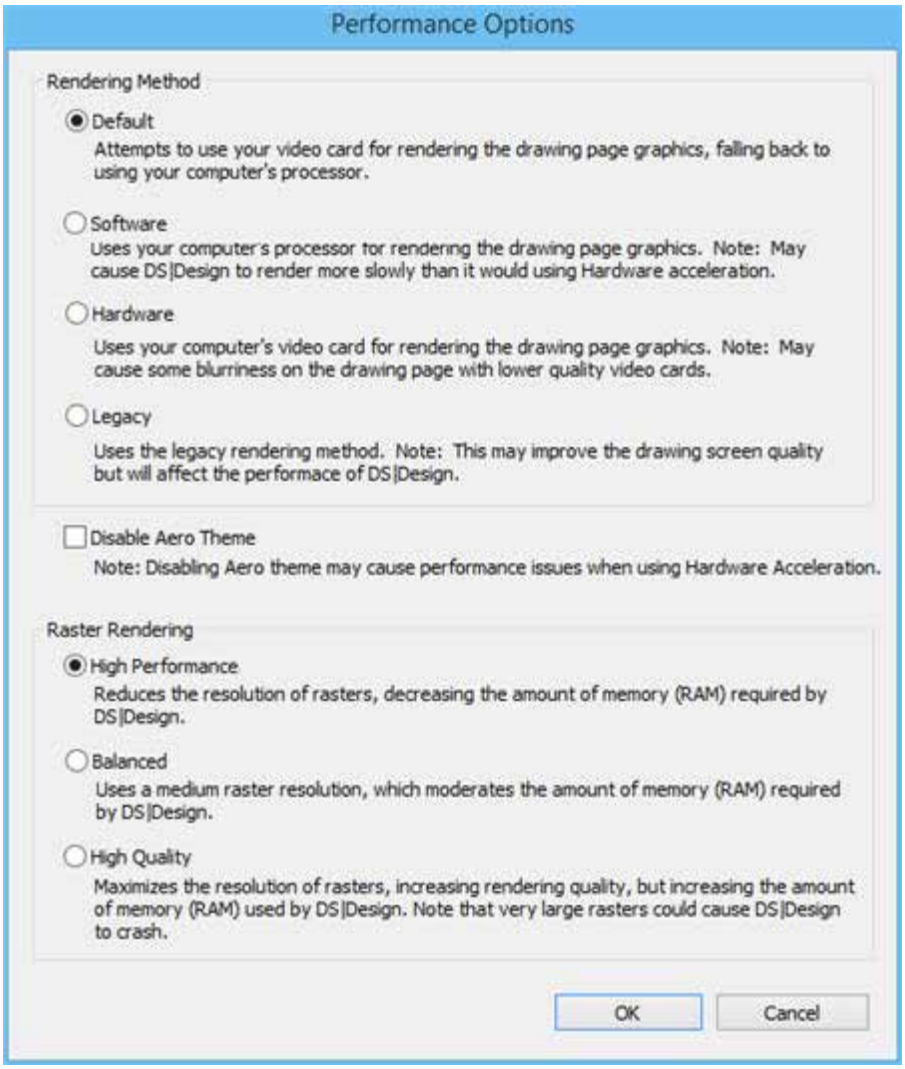
Performance Settings

Performance settings were added with v6 to coincide with changes made to the DynaSCAPE rendering engine. Users with higher performance video cards may wish to adjust these setting to get better performance.

Changing Performance Settings

To access the Performance Settings panel,

Select **Environment | Performance Settings**


Performance Options
Rendering Method
Default
Attempts to use your video card for rendering the drawing page graphics, falling back to using your computer's processor.
Software
Uses your computer's processor for rendering the drawing page graphics. Note: May cause DS|Design to render more slowly than it would using Hardware acceleration.
Hardware
Uses your computer's video card for rendering the drawing page graphics. Note: May cause some blurriness on the drawing page with lower quality video cards.
Legacy
Uses the legacy rendering method. Note: This may improve the drawing screen quality but will affect the performace of DS|Design.
Disable Aero Theme
Note: Disabling Aero theme may cause performance issues when using Hardware Acceleration.
Raster Rendering
High Performance
Reduces the resolution of rasters, decreasing the amount of memory (RAM) required by DS|Design.
Balanced
Uses a medium raster resolution, which moderates the amount of memory (RAM) required by DS|Design.
High Quality
Maximizes the resolution of rasters, increasing rendering quality, but increasing the amount of memory (RAM) used by DS|Design. Note that very large rasters could cause DS|Design to crash.
OK
Cancel

The Entity Menu

The **Entity** Menu is the route to many of the *global* drawing controls in DynaSCAPE Design. Global drawing controls affect only the drawing which is currently active.

Global drawing controls set the default state for their associated tools. As you draft a plan these settings can be overridden, if need be, when using a tool or command. The idea behind global drawing settings is to use them to establish the most appropriate setting for that scale of drawing, so that you don't have to spend time constantly resetting controls. In DynaSCAPE Design prototype drawings we have fine-tuned these global settings. In general, new users should not need to make many adjustments to these settings.

Changing Global Text Settings

Every time you open a DynaSCAPE prototype, there are global drawing controls that set the defaults for tables, text and patterns. These settings are found in the **Entity** pull-down menu.

There are two types of text that can be inserted into a drawing and each has their own default (Global) settings that control them:

1. Plain text without a leader (Text)
2. Text attached to a leader or dimension (Dimension Text)

To change default text settings, go to the pull-down menu **Entity | Text** to open the Global Text Settings panel.

Important Note

The controls in the Entity menu cannot be edited unless a drawing is open.

All DynaSCAPE prototypes have default text sizes that were determined to be appropriate for the scale of the prototype chosen. However, you may find that under certain circumstances you may need to change the default text settings. If you change the scale of your drawing you may find that the text size is too large or too small for the new scale.

Tips and Tricks...

If you have changed your drawing scale and realize your text size is not correct, copy and paste the entire contents of your drawing into a new prototype with the desired scale. This prototype will have the correct text size for that scale of drawing.

Changing the Global Text Size or Font (no leader)

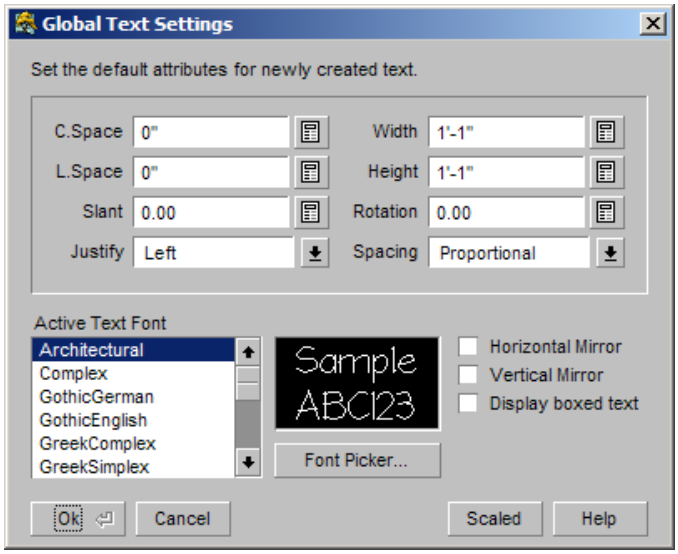
There are two types of text that can be inserted into a drawing and each has their own default (Global) settings that control them:

1. Plain text without a leader (Text)
2. Text attached to a leader or dimension (Dimension Text)

If you open the Insert Text tool modifier you can change the values for Width and Height in this panel now, but the change would only affect the string(s) of text that we are entering at this time. The next time the text Modifier is opened, Height and Width it would again be set to the Global setting (default).

To change text size default (*globally)* so that the revised text sizes (or fonts) will appear each time you open the Insert Text tool, follow these steps:

1. Select the pull-down menu **Entity | Text** to open the Global Text Settings panel.



2. Change the values for text Width and Height (e.g. **11")** in the Global Text Settings panel to your new values. You can also change the Global text font style if you wish.

3. Select OK to save the change and close the panel. From now on, as long as you are in this drawing, each time you open the Insert text tool these will be the default settings.

Important Note

If the Scaled/Absolute toggle is set to "Absolute" in the panel, click it to change it to "Scaled". Nearly all your work will require this control set to "Scaled".

---

4. Return to the Draw Toolbox and click the Insert Text button to open the Modifier. Notice how the default values for text Width and Height are now set to the new value of **11"** and the default text font is now Cityblueprint.

The changes made in the Global Text Settings panel will remain in force in this drawing until (or unless) they are changed again by using the same method.

Important Note

It is, of course, possible to change more than just the values for text height and width; you may also change the default font, spacing and justification controls and other settings. To learn more about these control settings, select Help *in the lower-right corner of the panel or press [F1].*

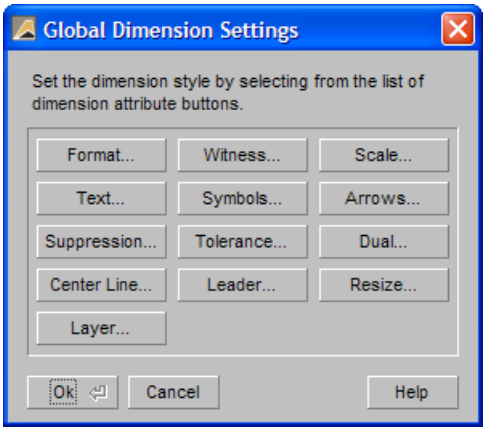
Changing Label Text Settings (Dimension Text)

Changing the global settings for text outlined previously **does not** change the default settings for text attached to labels. In order to change the default text settings for labels, we must edit the Global Dimension Settings panel.

All DynaSCAPE Design labeling options involve what is called *Leader text*; that is to say, labels (text or numbers) that (optionally) include arrows and leader lines. The default settings for Leader text (in all its forms) is also controlled by the Global Dimension Settings panel.

Changing Global Dimension Text Settings (Text with Leader)

To change the default settings for labelling and dimensioning, select the pull-down menu **Entity | Dimension** to open the Global Dimension Settings panel.



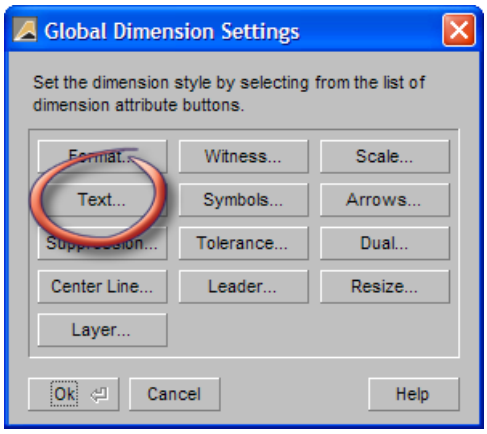
This panel gives you access to 13 different subpanels that control the default settings for dimensioning in DynaSCAPE Design. Leader labels (the type of labels produced by the Softscape, Hardscape and Services labeling routines), involve three different controls accessed through this panel: Text, Leader, and Arrow.

Important Note

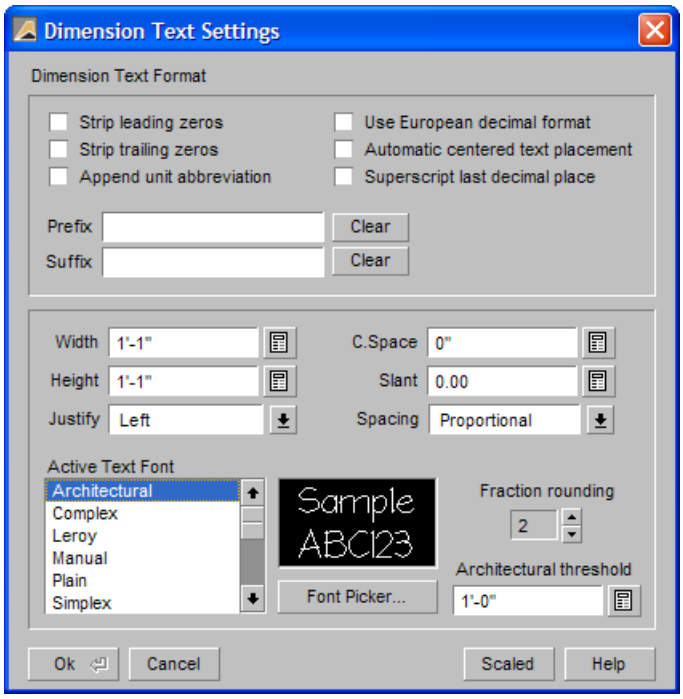
We do not recommend that new users edit Global Dimension Settings; these controls are necessarily complex and can be a challenge even to a seasoned DynaSCAPE Design user. If you decide to proceed with editing Dimension settings (beyond the three controls named above), do so in small steps, testing the results of each change as it is made.

To change text size default (*globally)* so that the revised text sizes (or fonts) will appear each time you open the Insert Text Attached to a Leader tool, follow these steps:

1. Select the pull-down menu **Entity | Dimension** to open the Global Dimension settings panel. Select the **Text** button on the panel.



2. This will open the Global Dimension Text Settings panel.



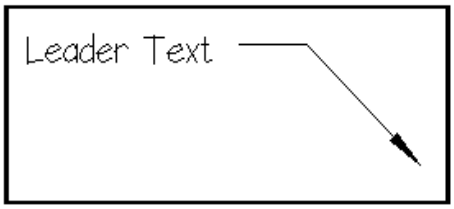
3. Change the values for text Width and Height (e.g. **11”)** in the Global Dimension Text Settings panel to your new values. You can also change the Global text font style if you wish.

4. Select OK to save the change and close the panel. From now on, as long as you are in this drawing, each time you open the **Insert Text with a Leader** tool these will be the default settings.

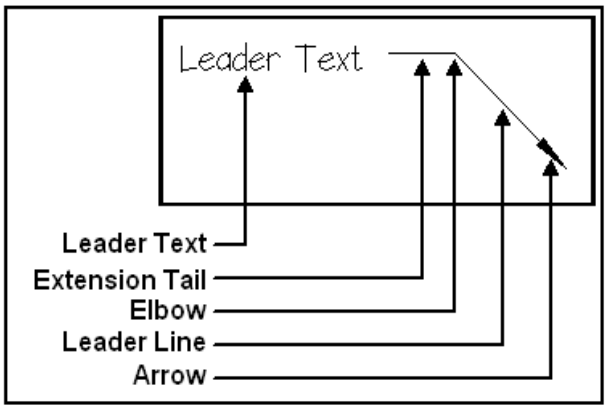
As with the previous exercise, where we reset text Width and Height for Inserted Text, this panel allows us to edit the default values for the text that is associated with the labels in DynaSCAPE Design. Changes made here to text height, width, font, etc., will become the new defaults for all new label text in the drawing currently open.

Changing Leader Settings

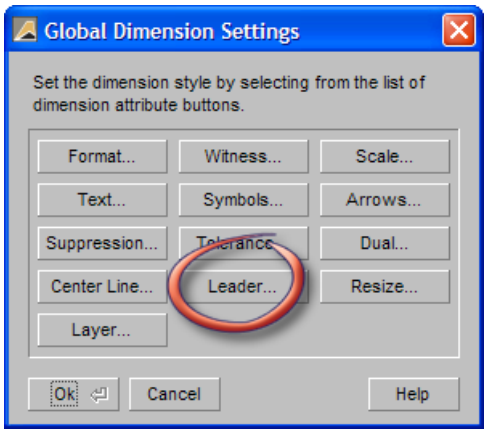
The diagram below shows a sample of Leader text.

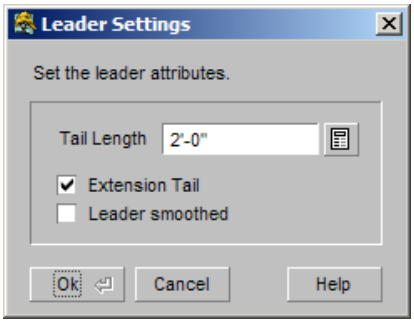


The next diagram shows the component parts of a sample of Leader text.



To edit the length of the Extension Tail in a label with leader text, select the **Leader** button in the Global Dimension Settings panel to open the Leader Settings panel.

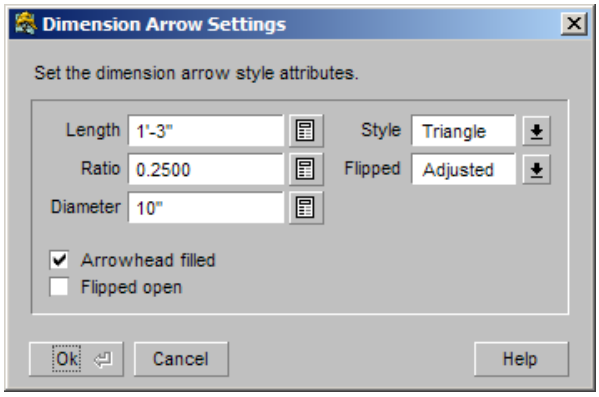




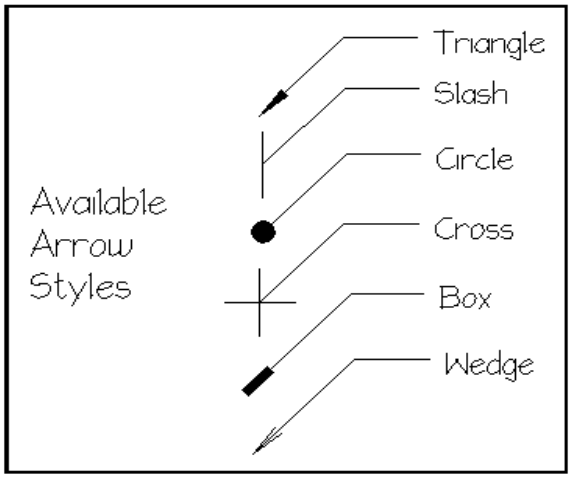
Changing the value for the length of the Extension Tail here will change the tail length for all labels in the program. Deselecting the Extension Tail toggle will suppress the tail extension so that Leader text will have no tail. Select OK to set any new values and close the panel.

Changing the Arrow Style of Leader Text

To change the Arrow style of Leader text, select the **Arrows** button in the Global Dimension Settings panel to open the Dimension Arrow Settings panel.



DynaSCAPE Design provides a number of style options for the arrows of Leader text. In the diagram below, we show samples of the different arrow styles.



To change the default arrow style, select a type from the **Style** pull-down list in the Dimension Arrows Settings panel, then select **OK** to set the Style change and close the panel.

In addition to arrow style settings, the panel also includes controls for the Length of the arrow and whether or not the arrow is Filled (solid) or just outlined. Select the **Help** button for a complete tour of the controls in this panel. To save any changes to global settings, click **OK**.

Important Note

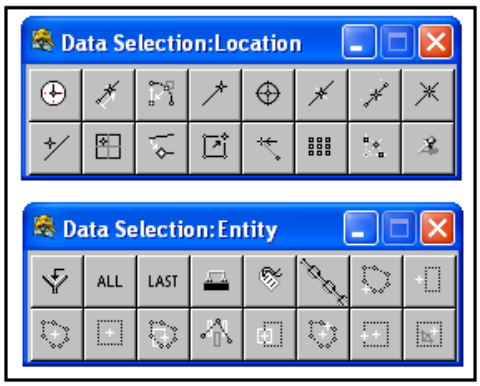
As with all changes to global settings, we recommend that you make any changes to arrow settings one step at a time, and test the results as you go.

The Tools Menu

As you become more familiar with DynaSCAPE Design, you will find a number of ways to accomplish a given task. DynaSCAPE Design is a rich program, providing both basic and advanced functionality. The Tools menu provides access to some of DynaSCAPE Design's most interesting design-assistance devices. None of the tools available here is essential for the new user, but as you gain experience with DynaSCAPE Design, you'll find many of these gizmos to be quite handy—maybe even ingenious!

The Data Selection Panel

The Data Selection panel presents a dynamically visible display of tools that can assist the drafting process. Select the pull-down menu Tools | Show Data Selection to open the Data Selection panel.



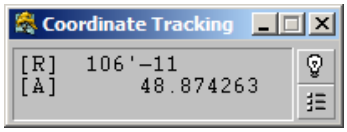
In the image above we see two views of the Data Selection panel. The controls in the panel change dynamically, depending on the type of command being undertaken. The various tools shown in the Data Selection panel are not used to initiate a new command, but rather to offer advanced assistance once a command has been started.

The Chapter titled *Selecting and Filtering Entities*, provides an in-depth look at how the Data Selection panel is used. We recommend that you get a handle on the basics before you try your hand at mastering this feature.

The Coordinate Tracking Panel

The Coordinate Tracking panel follows and reports the location coordinates of the cursor within the Drawing Window. The cursor location is reported in terms of both distance and/or angle (depending on set-up options).

Select **Tools | Show Coordinate Tracking Panel** to open the panel.



The Coordinate Tracking panel dynamically reports the position of the cursor as it moves within the Drawing Window. The location of the cursor is reported either in reference to the *Origin* of the drawing (the bottom-left corner of the drawing limits) or relative to the previous location of the cursor itself.

Why Use Coordinate Tracking?

This tool allows you to speed up procedures that might otherwise take much longer to perform. For example, Coordinate Tracking can be used in a number of ways, such as the following:

1. Move or Copy objects from one location to another by a precise distance and/or angle.
2. Draft lines or other entities freehand and still control their size or position precisely.
3. Speed up base-plan drafting by using Coordinate Tracking in combination with Grid or Axis location snaps.

Used in conjunction with Entity Grips, Coordinate Tracking can help do the following:

1. Bend polylines by a precise distance.
2. Stretch lines by a precise amount.
3. Change the size of a circle by a precise amount, etc.

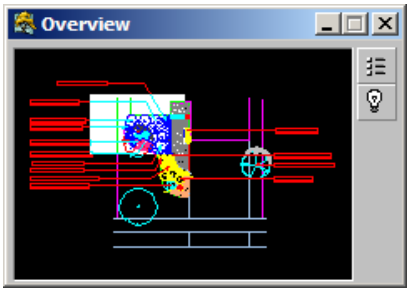
Tip:

In most cases the Coordinate Tracking tool will work best with its display parameters *set to Relative and Polar. To set these display parameters, select the settings button in the lower-right corner of the panel, then select Relative from the displayed list. Select the settings button a second time and select Polar from the displayed list.*

The Overview Panel

The Overview panel displays the entire drawing in miniature. The primary purpose of the Overview panel is to quickly zoom and scroll through the drawing while seeing both the full drawing (in Overview) and whatever detail (in the Drawing Window) that you are working on.

Select **Tools | Show Overview Panel** from the pull-down menu to open the Overview panel.



In effect, the Overview panel combines both the Zoom and Scroll functions into one view management tool.

Use your mouse to drag the Overview panel to an out-of-the-way spot on your screen, and then use it to zip around your drawing with ease. The Drawing Window will show a close-up of any point you click in the Overview. This tool is especially helpful with large or complex drawings in which navigating around the plan can be tedious or time consuming. If you have a large monitor (and your screen display can be set to greater than 1024.x768 pixels) the Overview panel is especially handy.

Important Note:

Using the Overview panel does not disable the visibility (zoom) controls in the Top Button Bar: You may use either control while working.

Instream Commands

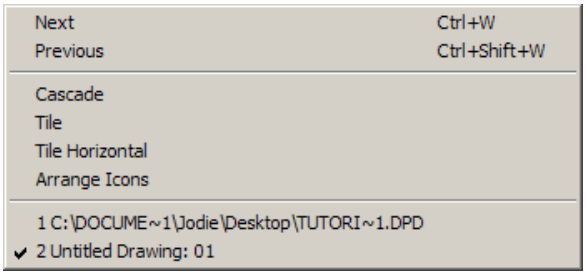
Instream commands are a type of subcommunity that can be issued without exiting the current command. Instream commands adjust or alter the drawing environment so that another command works more efficiently. Instream commands allow you to reset a given parameter (or parameters) on the fly, so that you don't have to waste time restarting a command.

For instance, while drawing a line you may need to magnify a specific area to attach a line to a previously drawn element. After issuing the command to insert a line, you can click on the instream command button, Zoom Window ("Zoom the drawing using a window") to magnify the desired insertion point without reissuing or interrupting the line-draw command.

For a list of instream commands (and the explanations of what they do), press **[F1]** to open Help. In the Index, type "instream", and follow the links.

The Windows Menu

The Windows pull-down menu contains the commands associated with opening multiple drawings at one time. When you look at the Windows pull-down menu all the open drawings will be listed at the bottom of the menu. Although DynaSCAPE Design will not allow two copies of the same drawing to be open if they have the same file name, multiple (different) drawings can be open at the same time. When working with more than one file it is important to confirm what you are saving and be careful not to overwrite files with the wrong files. As a general rule we recommend working with only one drawing at any one time



A quick look at the options under the Windows pull-down menu shows that there are various ways to look at the open drawings: **Next** and **Previous** options allow you to tab through the open drawings. You can also use **Cascade**, **Tile** and **Tile Horizontal** controls to see multiple drawings on the screen in various ways. These configurations can be useful when copying and pasting entities from one drawing to another or when working in a set of working drawings and a design for the same plan.

Content Help

Help is available within DynaSCAPE Design. Help is available by going to the **Help** pull-down menu (a searchable file of the User Manual is also available here). Select **Help | Contents** to search for help on the topic of interest.

Help can be obtained in two other ways used frequently in this chapter.

- Help is available in some of the individual Modifiers by clicking on the Help button located in the bottom corner of the panel.

- Help is also available by selecting the tool you wish to find more information on and pressing **[F1]**. The help topic for the individual tool will open.

The help file format used for the Content help in DynaSCAPE Design is not Windows Vista, 7 or 8.1 compatible, but you can install the Windows Help program (WinHlp32.exe) from Microsoft which will allow you to access the Content help file:

For Windows Vista: http://www.microsoft.com/en-us/download/details.aspx?id=5143

For Windows 7: http://www.microsoft.com/en-us/download/details.aspx?id=91

For Windows 8.1: http://www.microsoft.com/en-us/download/details.aspx?id=40899

Please follow the instructions on the Microsoft website for installing the WinHlp32.exe application.

Important Note:

The Content help in DS|Design has information pertaining to the DynaCADD Engine on which Design was built; as such much functionality that is found in Design is not covered in the Content help and likewise, some functionality found in the Content help is not found in Design. The DynaCADD Content help was left in Design as it provides valuable information on the underlying functionally of the application which is useful for advanced users for tasks such as creating custom Command Aliases. Please be advised that some functionality found in the Content help may no longer be available in DynaSCAPE Design.

5
Using the Tables

This chapter will introduce:

- ✓ Using the various Tables options for Layers, Styles, Weights and Colors
- ✓ Understanding Modes and when to use them

Tables Overview

To make blueprints easier to understand, traditional drafting employs the use of line weights, arranged by object type or function that differentiated hard and softscape elements, property and utility lines, labels, text and other objects so that drawings are easy to read and understand.

Layers and Screen Colors

When working with DynaSCAPE Design, drawing and editing is made easier through the use of different screen colors for objects drawn. These colors are assigned to various objects according to what the objects represent, or the function they play in the landscape, and control the layer to which each object on the drawing is assigned. As with traditional drafting, layers are set up with line weight and style information that creates the heirachy that makes it possible to create outstanding printed plans. Thus DynaSCAPE Design drawings become easier for your clients to understand.

The Tables menu sets the active drawing layer, facilitates changing objects from one layer to another, makes it possible to override the appearance of a specific object without changing any other object, makes it possible to change the font used in a specific label without altering the default font selection, and most important of all, controls which mode you are working within.

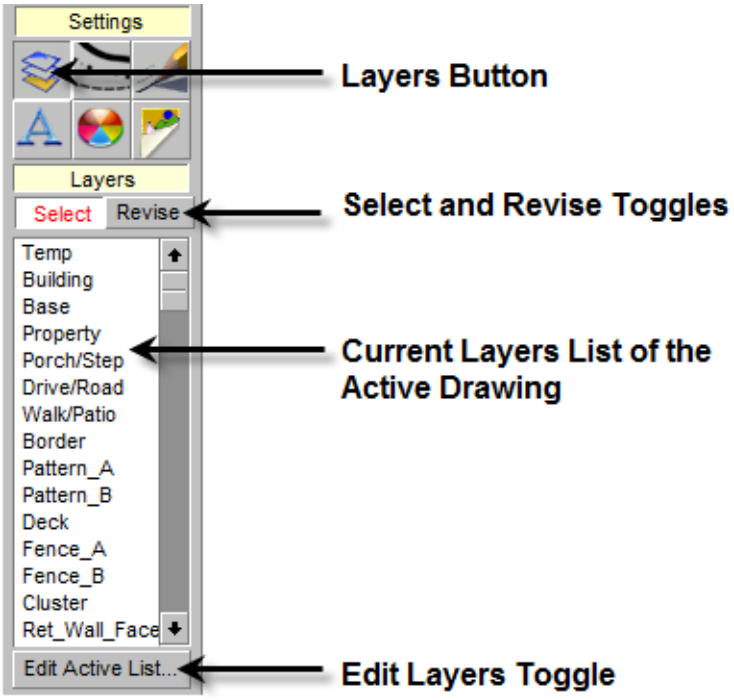
Layers and Modes

Modes group layers so that they can be turned on and off, becoming visible or hidden, to suit specific purposes— i.e. in creating a dimensioned working drawing, the Dimension Mode turns the softscape elements off so the hardscape is easily seen. Thus modes become important to the elimination of multiple files needed to create separate types of working drawings.

Layers

The Importance of Layers

Layers are a very important aspect of DynaSCAPE Design. Not only do layers show the entities of your drawing in different colors but layers also set the line weights and line type (style) of the same entities, making building lines thick and property lines thin and dashed. Layers help to control the overall look and feel of your drawing, providing depth through line hierarchy.

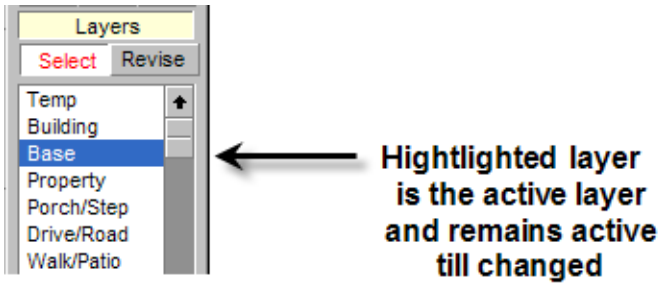


DynaSCAPE Design contains 255 layers, of which approximately 25% of these layers are predefined—meaning they have a name, a line weight, line style and color assigned to them. Layers are set as part of the prototype and you can create new layers on a drawing-to-drawing basis.

Drawing with Layers

The layers in DynaSCAPE Design are provided in a list. To access the layer list click on the Layers button on the DynaSCAPE sidebar folder. Simply click on the layer you wish your next object to be drawn in, and the layer will highlight blue. It is now active

and will be the layer assigned to the next object you draw with any of the drawing tools.



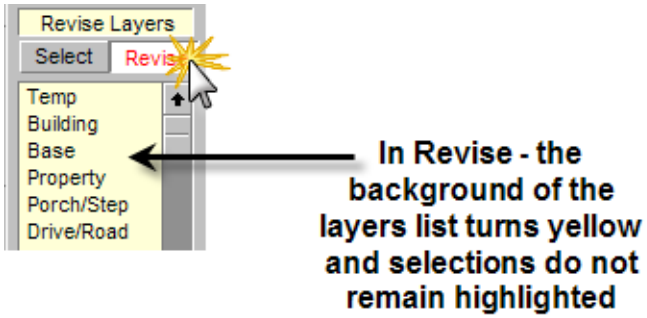
It is important to draw objects on their correct layer in order to produce the best possible output and to assure that the Modes work correctly. To switch to another layer simply go back to the layer list and click on the new layer.

Revising the Layer of an Object

If you find you have accidentally drawn something in the wrong layer, you can always use the Revise option later to change the layer in which an object is displayed.

To revise the layer of an object:

1. Select the Revise option at the top of the list and the layer list will turn yellow.



2. Select the layer you wish to revise the object to and it will temporarily flash blue.

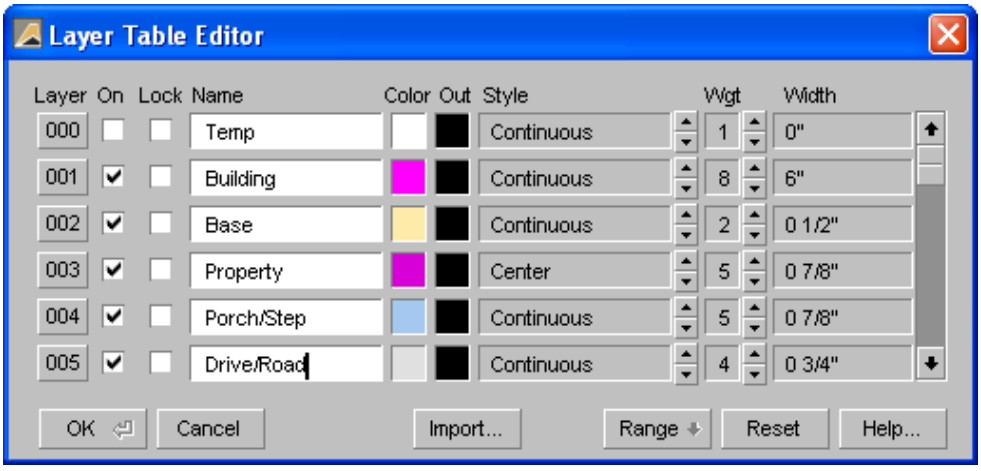
3. Next, select the object or objects you wish to revise by clicking on them. Right-click to finish and the objects will adopt the properties of the revised layer.

Tips & Tricks...

The properties of individual entities that make up DynaSCAPE library figures will not change when the layer is revised. To change the properties of any part of a figure, the figure must first be exploded. Once a figure has been exploded each entity can be revised separately. You will need to revise the layer first (it will appear that nothing has changed). Then revise the color, style and line widths to 'By Layer' for each entity.

The Layer Table Editor

The properties of the layers can be viewed by clicking on the **Edit Active List** button or by double clicking on the **Layers** icon. Here you can go in and view or edit the properties of a specific layer or add in new layers.

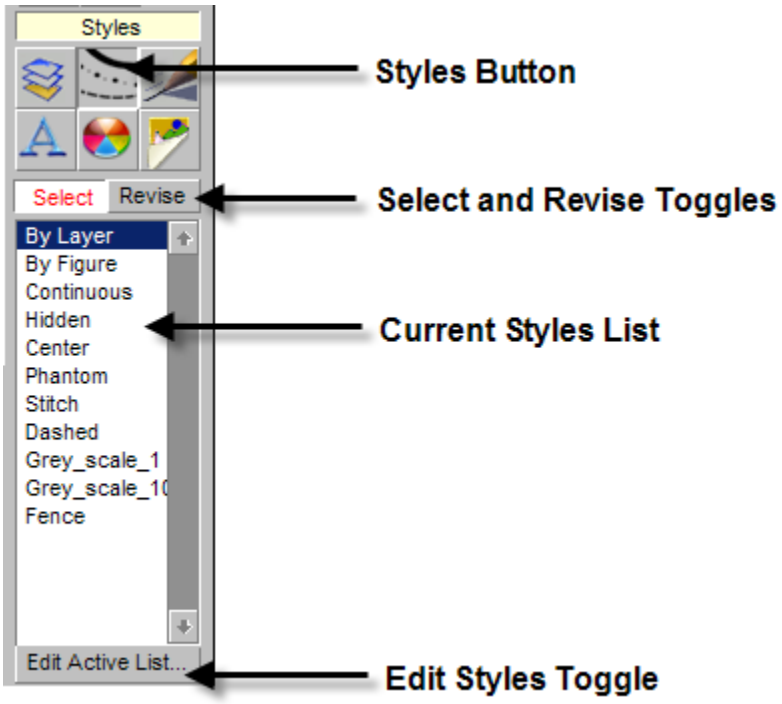


Important

Layers are part of each prototype. If you add a layer to a drawing that you wish to use in every drawing you must either save the drawing as a new Protoype (make sure you remove all drawn objects first) or you can import these layers from this drawing into another (click on the import button on the Layer Table Editor).

Line Styles

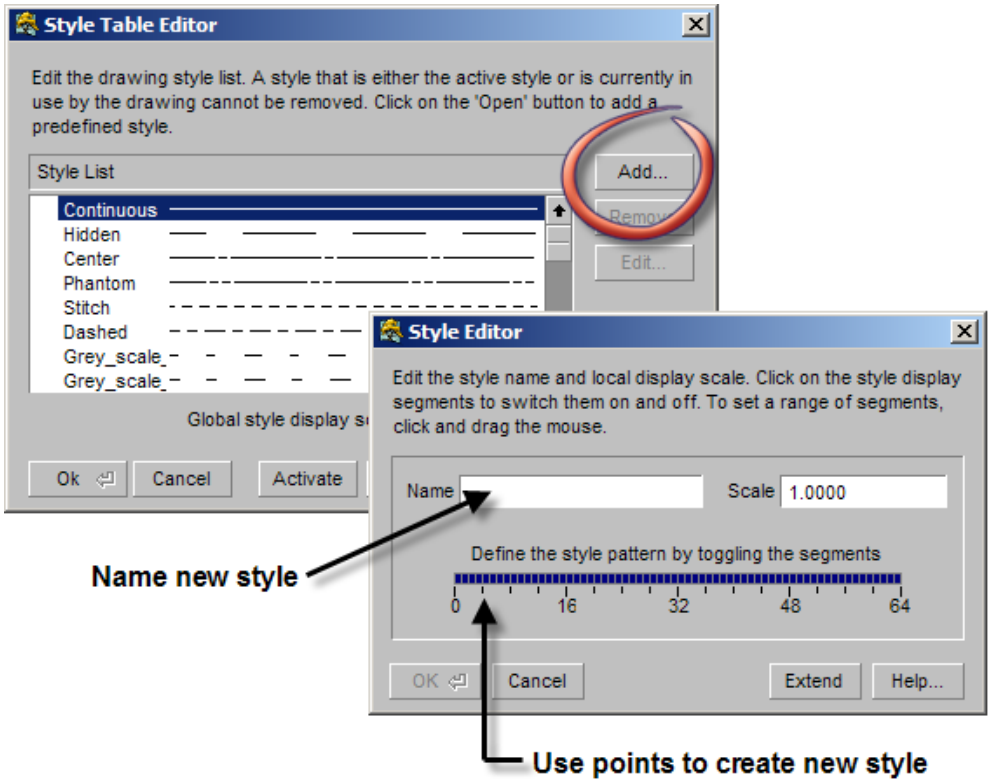
All the layers in DynaSCAPE Design are assigned a line style. Line styles determine what the actual line looks like, whether it is a continuous line or whether it is a dashed line. Line styles can also be used to control how dark a line is printed—for instance using a grey-scale line will produce a lighter, finer line when printed. This method is used in the hatch patterns in DynaSCAPE Design thus allowing these lines to not overpower the drawing.



By default, the Line Styles list is set to **By Layer** —this means that the layer in which you are working with take on the properties of line style preset in the layers list. If you select any of the other settings (i.e.: select **Continuous**) all lines you draw will take on that line style characteristic. We recommend you always leave this setting on **By Layer**.

Creating New Line Styles

New line styles can be created by clicking on 'Edit Active List' or by double clicking on the Styles icon.



To add a new line style:

1. Click on the **Add** button in the **Line Style Editor**

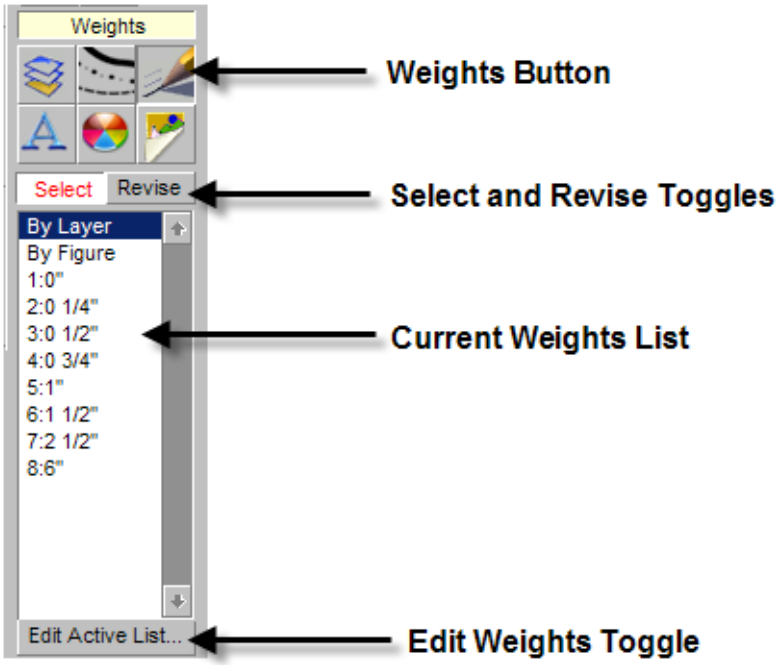
2. Type in the name of the new style

3. To define the style pattern, toggle segments in the line below

4. Click Ok to save the new style. Test the style in a drawing and adjust the scale here in the Style Editor if needed. Test the new style in various scales of prototypes to refine it.

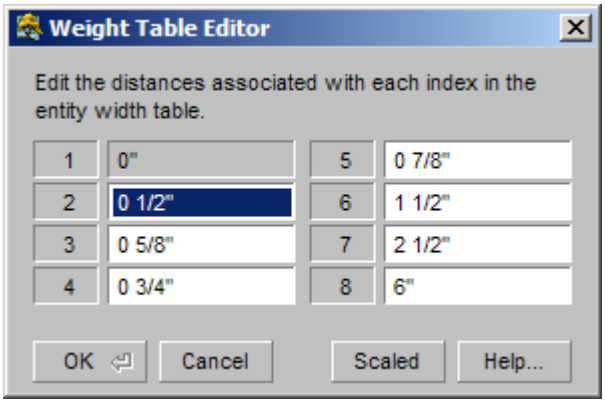
Line Weights

All layers in DynaSCAPE Design have one of eight line weights assigned to them. Line weights are what give your drawing the hierarchy, or depth, that it needs to portray height, etc., within a drawing.



The Line Weight Table Editor

DynaSCAPE Design is limited to eight unique, preset line weights. While you can change which line weight is being used by a particular layer it is not advised to alter the line weight table itself because it may adversely effect the line weights of figures.



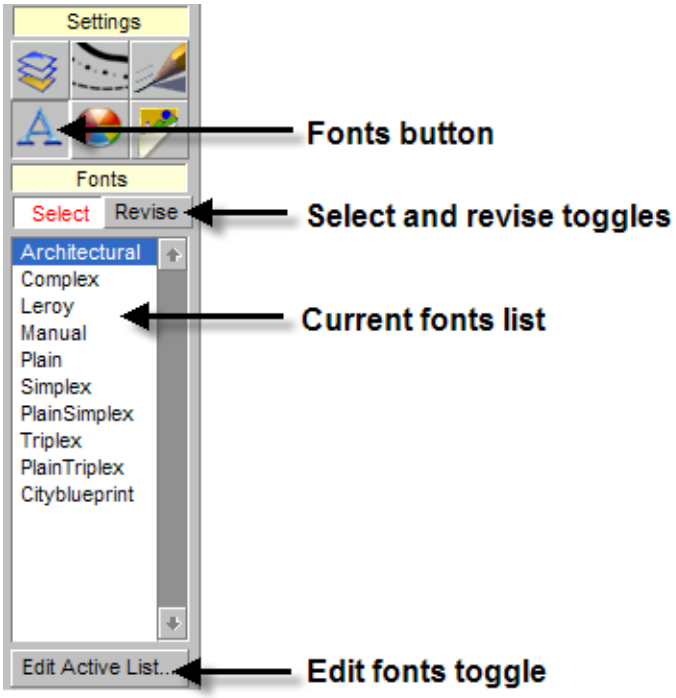
By default, the Line Weights list is set to **By Layer**—this means that the layer in which you are working with take on the properties of line weight preset in the layers list. If you select any of the other settings (i.e.: select **2:0 1/2”**) all lines you draw will take on that line weight characteristic. We recommend you always leave this setting on **By Layer**.

Important

Each DynaSCAPE layer is assigned to one of these line weight numbers. If you change the weight significantly it may effect the layer more than you intended. It is recommended not to change the line weights dramatically. Instead assign objects or layers to a different line weight number if needed.

Fonts

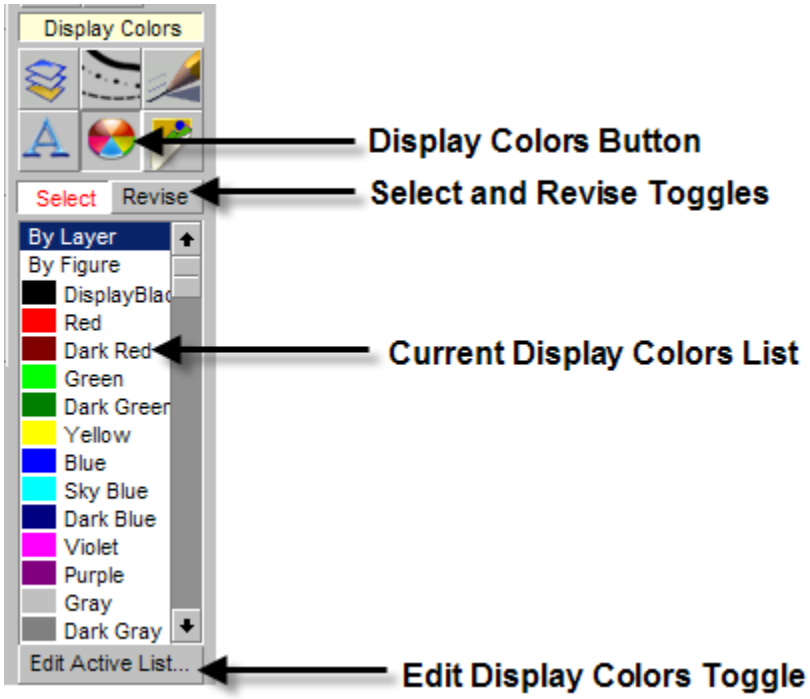
DynaSCAPE Design comes preloaded with a number of fonts. Each time you open a prototype one of the fonts is preloaded and becomes the default for all labels within your drawing. Working with the font table will change the font style for text that is displayed without a leader line.



For information on how to change the font setting both ‘on the fly’ and globally for a particular drawing, see the previous chapter called *Menus, Settings and Controls.*

Display Colors

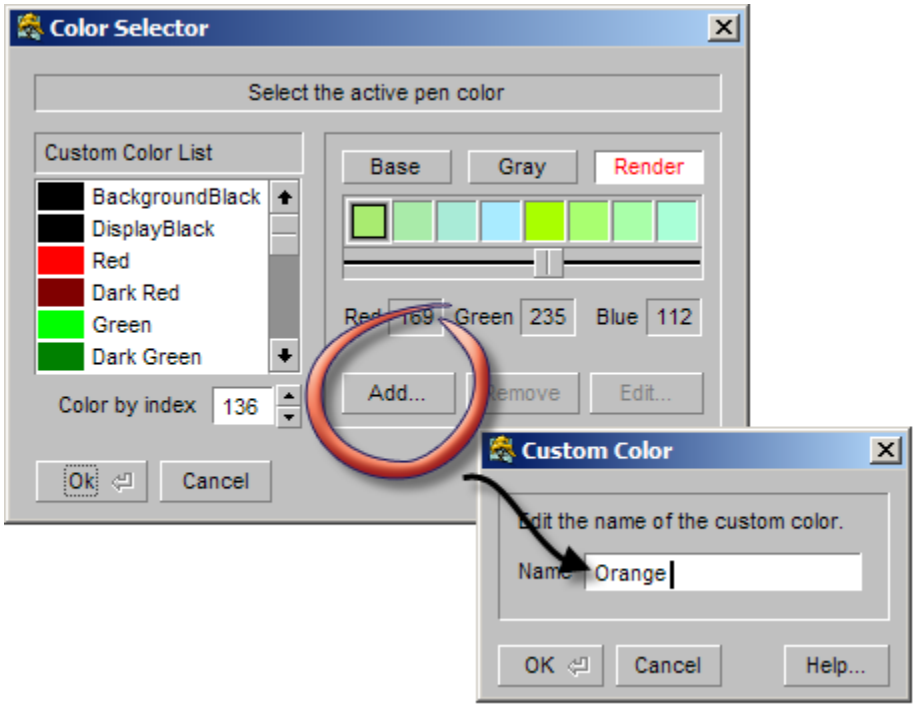
All layers in DynaSCAPE Design are displayed in different colors on screen. These colors are used so that layers can be picked out quickly and easily and to make the drafting process simpler.



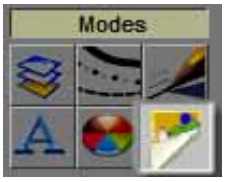
By default, the Default Colors list is set to **By Layer** —this means that the layer in which you are working with take on the properties of default color preset in the layers list. If you select any of the other settings (i.e.: select **Continuous**) all lines you draw will take on that default color characteristic. We recommend you always leave this setting on **By Layer**.

Editing the Color List

Display colors can be altered by double clicking on the Display Color icon or by clicking on the **Edit Active List** button. The colors of figures cannot be changed by setting a new display color for a specific layer. The color of figures is controlled when the figure is built which will be discussed later in this manual.


Color Selector
Select the active pen color
Custom Color List
BackgroundBlack
DisplayBlack
Red
Dark Red
Green
Dark Green
Color by index
136
Base
Gray
Render
Green
235
Blue
112
Add...
Edit...
Ok
Cancel
Custom Color
Edit the name of the custom color.
Orange
OK
Cancel
Help...

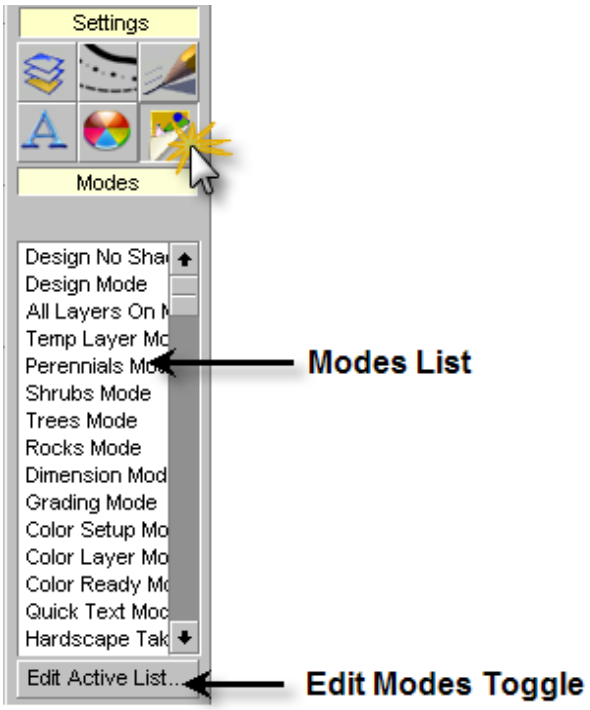
Modes



How Modes Work

When you draw in DynaSCAPE Design you are drawing in layers. If you think of the layers being line layers of clear film, certain elements are assigned to certain layers. By drawing on layers it is easy to isolate the various elements of the drawing to change them, delete them, etc. Layers are set up so that each individual layer has a name, color, line weight and line style which makes them very easy to spot on the drawing screen.

Layers are then assigned to modes—modes turn on an off the various layers so that portions of the drawing are shown based on the type of drawing being created. Modes also set the active layer and be further used to set the constraints and other various settings as relevant to the type of drawing being created.



When to Use Modes

Modes are used when you want to create a different set of drawings, such as a dimensioned drawing from a previously existing drawing. Because modes relate quite tightly to layers. Modes have been created to allow the various layers to be turned on when a mode is selected. By working with modes you can create *multiple* drawings without actually having to redraw the drawing numerous times.

For example Design Mode is the most common mode that user work in and the mode that automatically *opens* when you start a DynaSCAPE Design project. Design Mode shows all the elements which are generally shown in a masterplan such as the labels, trees, shrubs, rocks, patio furniture, etc. Dimension Mode on the other hand turns off the elements of the design not relevant in a working drawing such as the canopies of the trees and shrubs which are replaced with markers, or symbols signifying the centers of these objects. Plant labels and other various layers are also turned off while the major players in a dimension plan are left on (building, driveway, walkway, deck, etc.) making it easier to place dimension lines and leaving the drawing cleaner and easier to read. The benefit here is that from just the one drawing you can print a **Design Plan** and a **Dimension Plan** for layout and staking**.** Other possible drawing views could be a **Lighting Plan**, a **Grading Plan** and an **Irrigation Plan.**

The Drawing Mode Selector

In our discussion of Tables and Modes Controls, we said that layers are like transparent sheets of paper stacked one on top of another. Much like using transparent overlays in hand drafting, we can ask DynaSCAPE Design to display some or all of these overlays at a time by using the *Mode* selector ("Display the mode list" button). By choosing a Mode from the list in the scrolling table, you will see only certain layers of your drawing, which will allow you to unclutter the screen, focus on a particular task or component (for example, dimensioning the drawing or drafting an irrigation system), and generally speed up the drafting of a landscape design.

The function of some of the most frequently used drawing modes is described below.

Display Modes—Multi-Layer

Some modes display multi-layers; others display single layers. Most often, multi-layer modes are used to display a certain combination of features and their associated labels before printing or before executing the next phase of a design process. For example:

- **Design Mode (No Shadows)** (Design_No_Shadows_Mode) is the working or normal mode for most of the drafting process. This is the Mode that you would do most of your design work in, with the shadows for the trees turned off. Such a

drawing would show all of the fine detail of the design and labels on all plants, for instance. Sets the active layer to Text_Labels.

- **Design Mode** (Design_Mode) is the Mode that is active when a new prototype drawing is opened. The Design Mode of a drawing is generally the version presented to the client for approval. Such a drawing would show all of the fine detail of the design and labels on all plants, including shadows. Sets the active layer to Text_Labels.
- **All Layers On** Mode displays all elements in drawing. This mode is recommended when moving all the objects on a drawing, as only the visible items are selected when using the move command. Does not change the active layer.
- **Dimension Mode** (Dimens_Mode) is used to set up the drawing so you can insert or display dimensions before printing the project for installation crews. In this mode, the drawing is temporarily cleared of graphic detail and softscape labels. Plant labels are also turned off, which makes applying the dimensions easier. This is the view of the drawing that will be presented to the installers of the project, along with a design mode version. Sets the active layer to Dimension.
- **Grading Mode** is used when creating a grading plan, turning on contours and grade markers, while turning off shrubs, perennials, plant labels and patterns to make room for grade markers and grading notes. Sets the active layer to Grades.
- **Color Setup Mode** is used to assist in setting a drawing up to import into DynaSCAPE Color for rendering. It turns off the shrubs layer to make it easier to create closed areas for color and sets the active layer to Color_Setup for immediate drawing.
- **Color Ready Mode** is used when your drawing is ready to be colored in DynaSCAPE Color. This mode turns the Color Setup layer off as well as the Pattern layers. Save your drawing after clicking on this mode before opening it up in Color. Sets the active layer to Text_Labels
- **All Labels On Mode** displays all labels applied to the drawing such as all hard- and softscape labels regardless of phase, as well as all title-text layers. This is an easy way to ensure all labels are active before creating a quote. Sets the active layer to Text_Labels
- **Lighting Mode** is used for creating lighting plans in conjunction with the landscape lighting symbols and the various lighting layers. Much of the detail in the drawing is turned off to better reveal your fixture symbols. Print your lighting presentation plan using this mode. Sets the active layer to Light_Fixture.
- **Wiring Mode** is used for laying out your wiring diagram using the various Light_Run layers. Print your lighting and wiring diagram for your crews using this mode. Sets the active layer to Light_Run_1.
- **Hardscape Takeoff Mode** is used for putting your takeoff notes on your drawing for the purpose of estimating. All softscape labels and plant symbols are turned off. Sets the active layer to Takeoffs.
- **Softscape Mode** is for separating hardscape or softscape material lists. The drawing elements are displayed with the respective label layers showing. Sets the active layer to Plant_Labels.
- **Irrigate and Piping Modes** are used for creating irrigation plans in conjunction with irrigation symbols and various irrigation layers. Sets the active layer to Irrig_Layout and Irrig_Zone_1.

- **On-Site Plants Mode** displays the on-site plants (both those to remain and those to be removed) that have been inserted into the drawing using the EX_REMAIN and EX_REMOVE library. Sets the active layer to Text Labels
- **Review Mode** displays all the design elements and text, the same as in Design Mode with one exception: it sets the active layer to Comments. This mode is useful for instructors reviewing students work and providing a layer to put their comments on.

Display Modes—Single Layer

- **Temp Mode** is used to show anything drawn on the Temp layer. Temp Mode turns off all drawing layers except those drawn in the Temp layer. The temp layer is generally used for drawing temporary or reference lines that you do not wish to print. Seeing only Temp layer entities allows you to erase them quickly.
- **Shrubs Mode** turns off all drawing layers except the Shrub layer (and other layers used in the creation of SHRUB figures). The Shrub layer is the default layer for all SHRUB figures. Using this mode allows you to cluster the Shrub figures quickly and easily.
- **Perennials Mode** turns off all drawing layers except the Perenn/GrCvr layer (and other layers used in the creation of PERENNIALS figures). The Perenn/GrCvr layer is the default layer for all PERENNIAL figures. Using this mode allows you to cluster the PERENNIAL figures quickly and easily
- **Trees Mode** turns off all drawing layers except the Tree layer (and other layers used to create TREE figures) The Tree layer is the default layer for all TREE figures. This mode allows you to cluster TREE figures quickly.
- **Quick Text Mode** turns off all layers except the Quick_Text layer. The Quick_Text layer is the default layer for all Quick Text notes inserted into the drawing. This mode allows you to isolate and erase the Quick Text notes when they are no longer needed.
- **Rocks Mode** functions exactly like the other single-layer modes. Use it to isolate your rocks for clustering.
- **Color Layer Mode** is also used to assist in setting your drawing for color rendering. It turns only the Color_Setup layer on so you can see if you have created closed polygons for all the areas you wish to color.

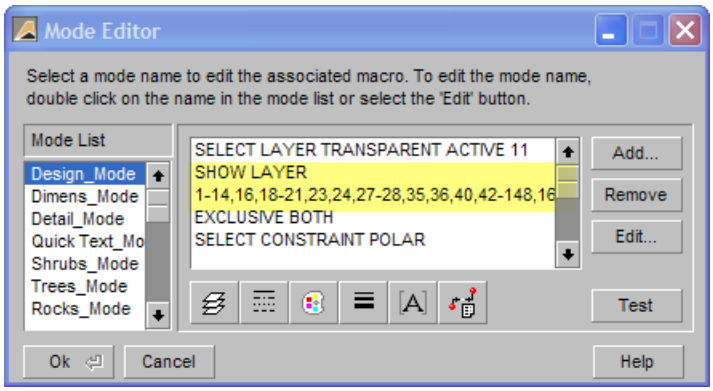
Editing Modes

Modes can be edited to turn different layers on or off. Editing the layer list is fairly straight forward. However, adding or removing the other information is something that should only be tackled by an experienced user.

To add or remove layers in a mode:

1. Select the **Edit Active List** button at the bottom of the modes list to open the mode editor. Select the mode you wish to edit.

2. The main panel will display the controls (Macros) for that mode. Under or beside **Show Layers** is the layer or list of layer numbers the mode will turn on. Add or remove the layer numbers you wish the mode to control.



3. Add or remove any Macros that you wish this mode to activate. Check some of the other modes to see some of the things that can be done with Macros (the buttons below list the various Macros available for Layers, Styles, Colors etc.)

4. Click on the **Test** button to try out the new settings. Click **OK** when you are finished.

5. You will need to refresh the modes table by clicking on the Figures sidebar folder and then on the DynaSCAPE sidebar folder in order to use the new mode

Why Drawings Can "Go Blank"

If you select a Mode and the drawing goes completely blank, this simply means that there are no corresponding elements in the drawing for the Mode you have selected. For example, if there are no Rock figures in the drawing, then the drawing will appear empty if you select Rock Mode. Simply select the Design Mode to restore the normal view.

6
Basic Drawing Tools

Topics covered in this chapter:

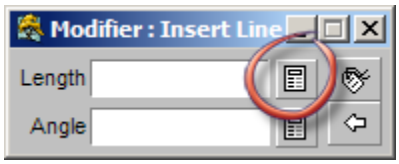
- ✓ Introduction to modifier panels and calculators
- ✓ Using the basic and nested tools in the **DRAW** toolbox
- ✓ Using Bearings and DMS for lines and arcs

Modifier Panels and Calculators

Many of the tools in DynaSCAPE Design utilize Modifier Panels. Modifier Panels allow you to enter *exact* information for that command. E.g. entering in the exact length of a line and/or the angle at which the line will lie on the page. Modifier panels are also used to select different options such as font styles, hatch patterns, polyline options, etc.

Any modifier panels where calculations are used also include calculators. The calculators allow you to do calculations on the fly that will automatically be entered into the modifier panels—saving you the time from switching back and forth from the Windows calculator to DynaSCAPE Design. This proves to be a useful tool when you need to calculate ratios for scaling entities, calculating offset distances for soldier courses, or converting drawing units for example.

Whenever a calculator is available—you will see an icon next to the modifier field(s). Click on the button to utilize the calculator and upon clicking **[Enter]** the value will enter into the modifier. A general calculator is also available in DynaSCAPE Design at anytime by pressing **[F2]**.



Entering Lengths with Feet Only

When using the Architectural format entering a length of only feet does not require you to use the symbol for feet. Just type in the number of feet and press [Enter] or [Space]

Entering Lengths with Feet and Inches

When using the Architectural format and entering a compound measurement involving feet and inches, it is not necessary to type the symbol for inches (quotation mark) when the default measuring unit is set to 'Feet'. The software assumes that the value following the symbol for feet (an apostrophe) represents inches. You will have to supply the symbol for feet, if the default measuring unit is set to inches (or convert the compound value entirely to inches).

If using decimals instead of the foot symbol, DynaSCAPE will assume any number before the decimal is for feet and any numbers after the decimal is a percentage of a foot and will be converted to inches. i.e entering '1' decimal '5' will result in DynaSCAPE converting it to 1'-6".

If the default measuring unit is set to Decimal, both the feet and inch symbols must be used or the software will assume the value is in decimals. It is possible to change your default units from Imperial to Metric and back again. This is often done when creating a base plan using a metric property survey, for a design that will be drawn in feet and inches.

Entering Lengths with Feet, Inches and Fractions

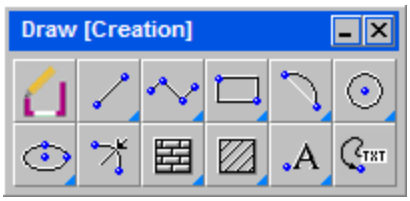
Since most users will employ the Architectural format the following table shows the proper syntax for entering a *fractional* length into the system:‘

Description:	Type this:
3 Foot - 5 and 3/4 Inches ⇨	3'5-3/4

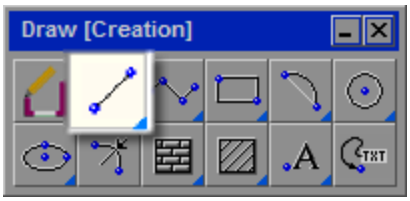
The Draw [Creation] Toolbox

The Draw [Creation] toolbox contains a variety of tools used in DynaSCAPE Design for the drafting of entities. These tools are the backbone of the DynaSCAPE Design program allowing you to create the building lines, walkways, plant beds—all the components that make up your drawing.

This section will walk you through these various tools and how they are used. Examples of when these tools would be used in a landscape plan are also included.



Drawing Lines



The function of the line tool is to draw lines at any length and at any angle. Lines can be drawn freehand or by using a set length. Angles for the line can be determined, set freehand or by the constraints settings.

Lines are used to create many of the components in a drawing. This can include the building walls, property lines, driveway lines among many others.

There are a number of different line tools available, each with their own unique function and purpose. All of the tools described here are *nested* beneath the main line tool button and can be accessed by clicking and holding the mouse button down on the line tool. This will uncover the tools and allow you to switch between the active line tool, or the nested tools can be opened in their own toolbar by clicking on the line tool while holding the left mouse button down and dragging the mouse. As you move the mouse to the new location, a new toolbox will appear.

All line tools can be drawn freehand or by using modifier. Below is an explanation of each technique.

Freehand—Using the line tool 'freehand' allows you to insert lines anywhere on the drawing without setting the length of the line or the angle at which the line is being drawn.

Modifier—Using the modifier for the line tool you can set any combination of length and angle for a line. Lengths and angles can be entered in full and part units. This is the preferred method for entering measurements that are known and need to be exact such as the walls of the building, driveway and property measurements, etc.

Draw a Line

This tool allows you to insert a line, in any direction, between two locations on the drawing.

The modifier has a field to enter the Length of the line and the Angle. One, both or none of the fields can be completed depending on the purpose of the line being drawn. You can draw subsequent line segments that will meet end-to-end, entering new values for each segment, as long as the right mouse button has not been clicked (or if it has, use the inference settings to connect the lines end-to-end or at any other point along the line)

To use this tool:

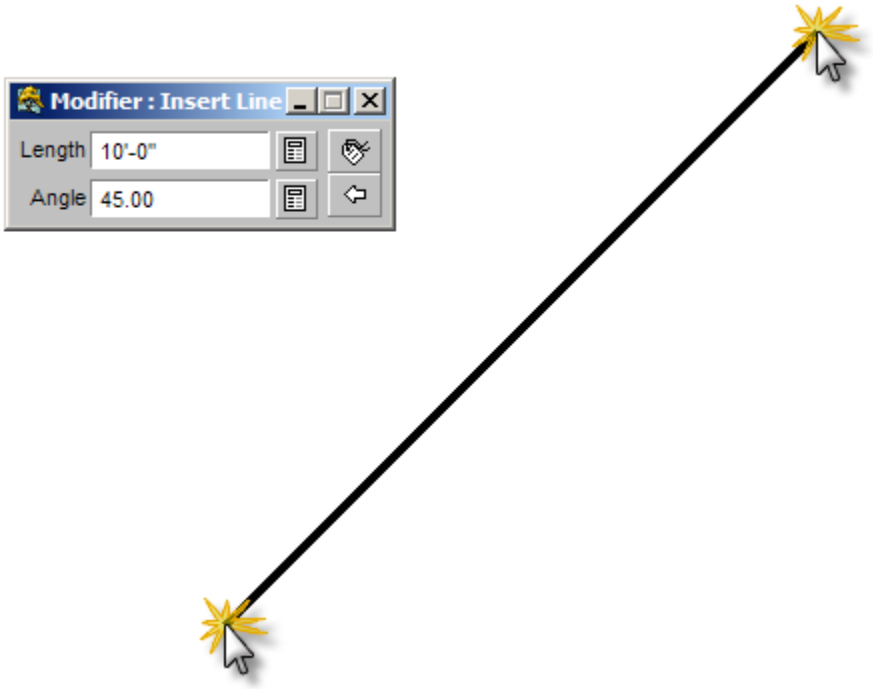
1. Click on the line tool (shown above) to open the modifier

2. Enter the length of the line to be drawn and press the **[spacebar].** You can also use the **Coordinate Tracking Panel** track the length of the line as you draw.

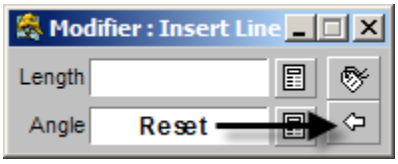
3. Enter the angle at which the line is to be drawn and press the **[spacebar]. Constraints** can also be used instead of setting the angle.

4. Once the values are entered, click where the first end of line is to be placed and then use the mouse to set the direction. A second click will drop the line into the drawing.

5. If you wish to draw another line that is attached to the first line you can do so, as long as you do not right-click. Right-clicking ends the process.



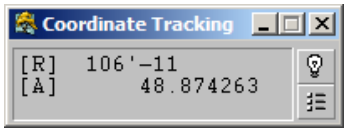
Notice that DynaSCAPE Design expects you to drop in another line of the same length and angle—you may return to the modifier and enter new data or press the **Reset the active modifiers** button to clear the modifier and enter a line freehand. To end the command, press the [ESC] key.



The Coordinate Tracking Panel

The Coordinate Tracking panel follows and reports the location coordinates of the cursor within the Drawing Window. The cursor location is reported in terms of both distance and/or angle (depending on set-up options).

Select **Tools | Show Coordinate Tracking Panel** to open the panel.



The Coordinate Tracking panel dynamically reports the position of the cursor as it moves within the Drawing Window. The location of the cursor is reported either in reference to the *Origin* of the drawing (the bottom-left corner of the drawing limits) or relative to the previous location of the cursor itself.

Using Bearings (and DMS) to Draw Property Lines

DynaSCAPE can be used to input bearing (and DMS) measurements from a property survey to start a base plan.

What are bearings? Bearings are the angle between two points relative to true north.

There are two formats to enter bearing measurements and they are dependant on the way the numbers are displayed on the property survey:

Bearings: Showing degrees, minutes and seconds and a direction e.g. N43°32’09”W

- If the degrees are over 90 you must us the DMS format

DMS: Showing degrees, minutes and seconds only (no direction) e.g. 169°54’06”

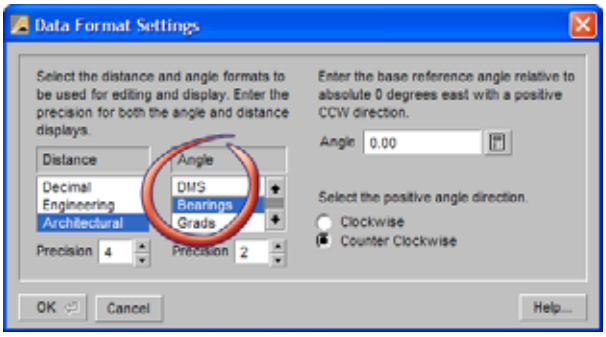
- This format does not allow the use of a direction (N, S, E or W)

It requires a specific format to be followed:

The first step to begin this process is to change the format in which you enter your data:

1. Go to the **Environment** pull down menu and select **Data Format**

2. Under **Angle**, choose the **Bearings or DMS** option and click OK.



To enter the bearings or DMS from a lot plan follow these steps:

1. Click on the **Draw a line** tool to open the modifier

2. In the Length box enter the length of the property line

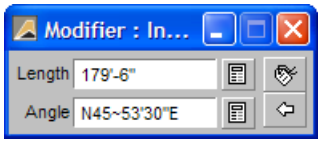
3. In the Angle box enter the bearing measurements in this format:

Using the Bearings Format:

N0~0'0"W (the '~' represents the degree symbol)

Note: If the degrees are over 90 you must us the DMS format.

Note: The letter 'd' can be used in place of the '~' symbol

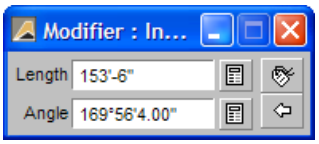


Note: The 'W' may automatically switch to 'E' but this will not affect the results. If there are no numbers for seconds, use '0'.

Using the DMS Format:

0~0'0" (the '~' represents the degree symbol)

Note: The letter 'd' can be used in place of the '~' symbol



If there are no numbers for seconds, use '0'.

4. Drawing in a clockwise direction is usually the way you will need to draw. You may need to try it first to determine the direction you need to go.

5. When you are finished placing the property lines on your drawing, be sure to go back to the **Data Format** option and change the **Angle** back to **Decimal**.

To using bearings with property lines using arcs, follow the instructions described later in this chapter called *Using Bearings (or DMS) to Draw Property Line with Arcs.*

Draw a Horizontal Line

This tool allows you to insert a true horizontal line between two points. Using this tool there is no concern for constraints.

To use this tool:

1. Click on the line tool (shown above) to open the modifier

2. Enter the length of the line to be drawn and press the **[spacebar]**

3. Once the values are entered, click where the line is to be placed and then use the mouse to set the direction (either to the left or to the right of the initial left click). A second Click will drop the line onto the drawing.

Draw a Vertical Line

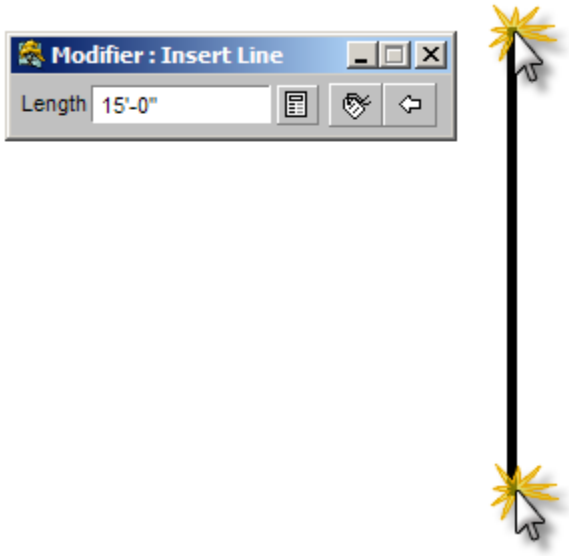
This tool allows you to insert a true vertical line between two points. Using this tool there is no concern for constraints.

To use this tool:

1. Click on the line tool (shown above) to open the modifier

2. Enter the length of the line to be drawn and press the **[spacebar]**

3. Once the values are entered, click where the line is to be placed and the use the mouse to set the direction (either above or below the initial left click). A second click will drop the line onto the drawing



Draw a Line Vertically or Horizontally Snapped

This tool allows you to add true horizontal and vertical lines in succession to one another, without the need to switch between the horizontal and vertical line tools. Lines are always joined at the end, ensuring that all corners will always meet at 90 degrees.

To use this tool:

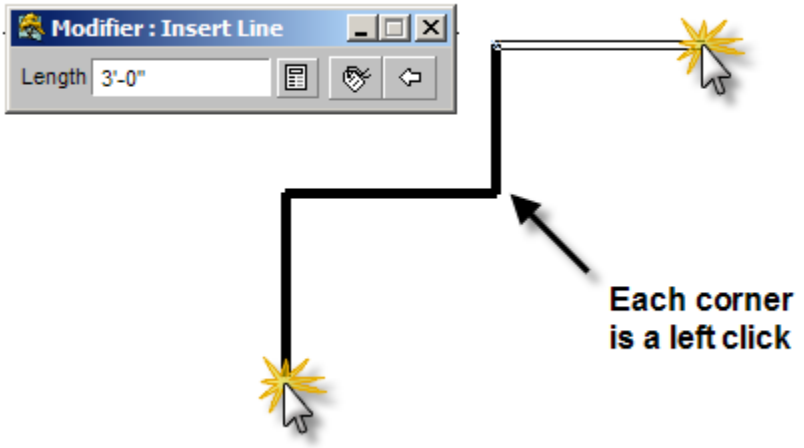
1. Click on the line tool (shown above) to open the modifier

2. Enter the length of the line to be drawn and press the **[spacebar]**

3. Once the values are entered, click where the line is to be placed and then use the mouse to set the direction (either above or below the initial left click). A second click will drop the line onto the drawing

4. Return to the modifier and enter in the length of the next line to be drawn and press the **[spacebar]**

5. The new line will be attached to the previous line and can be placed by moving the mouse to set the direction and clicking to drop the line in place



Draw a Line Parallel to Another Line

This tool allows you to draw a line parallel to an existing line on the drawing at a set distance away (offset). A modifier panel allows for the length of the parallel line and the distance it is set from the existing line to be set, ensuring accuracy.

To use this tool:

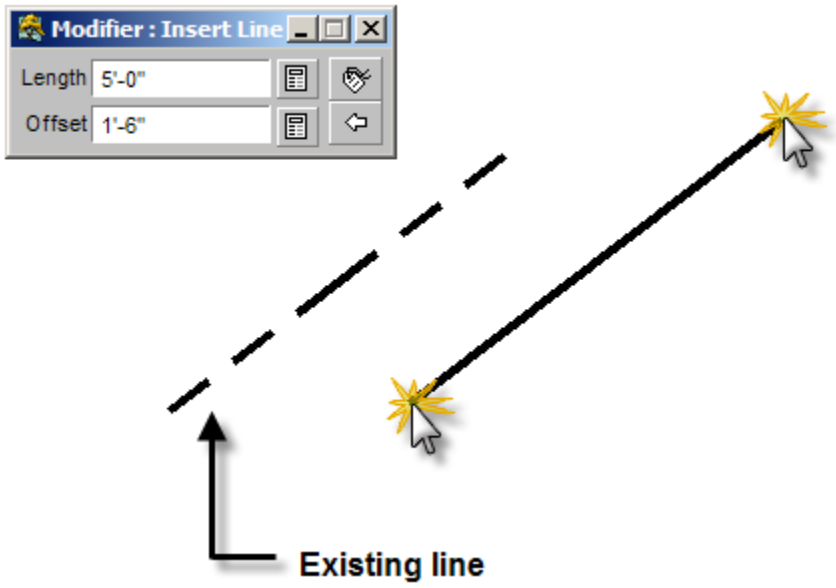
1. Click on the line tool (shown above) to open the modifier

2. Enter the length of the line to be drawn and press the **[spacebar]**

3. Enter the offset distance (how far the new line will be away from the existing line) and press the **[space bar]**

4. Once the values are entered, click on the (existing) line to which you want the new line to be parallel to—the line will highlight blue

5. Click on the side of the line where the new line is to be placed and the use the mouse to set the direction of the new line. A second click will drop the line onto the drawing



Draw a Line Perpendicular to Another Line

This tool allows you to draw a line perpendicular (90 degrees) to an existing line on the drawing.

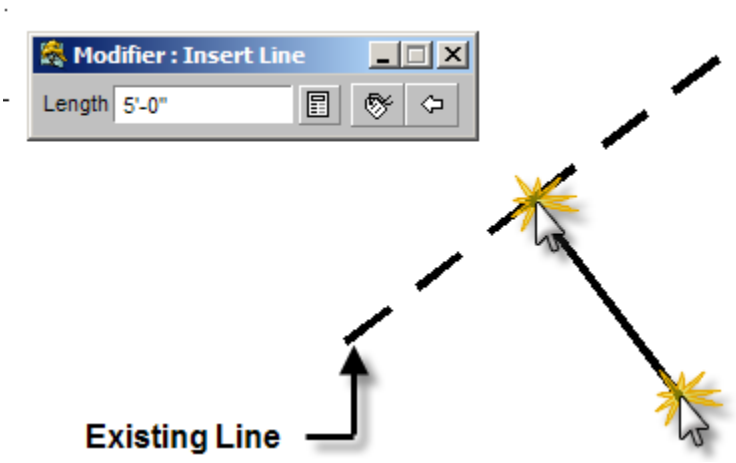
To use this tool:

1. Click on the line tool (shown above) to open the modifier.

2. Enter the length of the line to be drawn and press the **[spacebar]**.

3. Once the values are entered, click on the (existing) line to which you want the new line to be perpendicular—the line will highlight blue.

4. Select the start point of the perpendicular line. This can be done using the inference settings to attach the new line to the existing line or the new line can be placed anywhere on the drawing (but will remain perpendicular to the line selected in the previous step). Click where the line is to be placed and the use the mouse to set the direction of the new line. A second click will drop the line onto the drawing.



Draw a Line Tangent to Two Arcs

This tool allows you to draw a line tangent to two circles and/or arcs. This tool will only work with arcs and circles and will not recognize polylines unless they have previously been exploded.

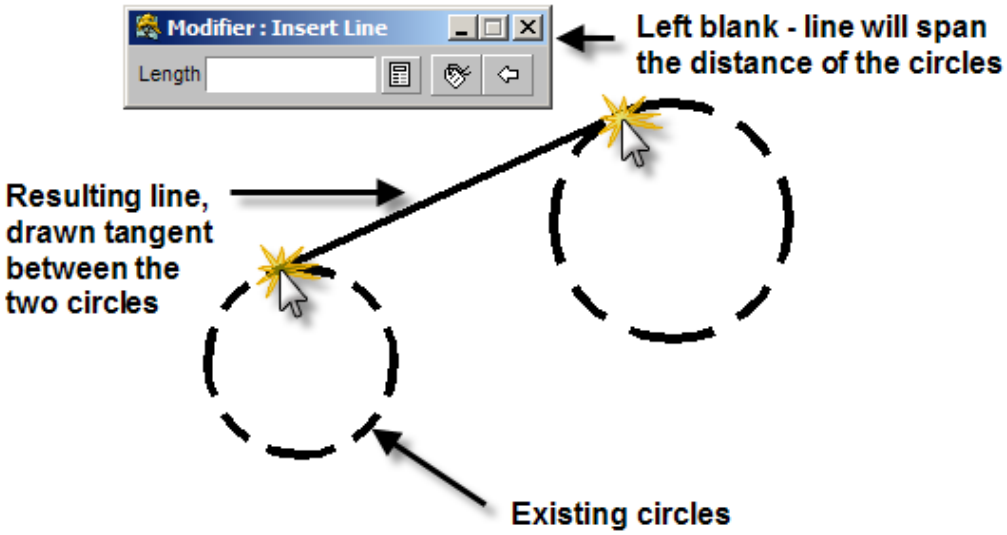
The modifier panel allows you to enter in the length of the line you want to insert into the drawing. If you do not enter in a length the line that is inserted will be the entire length spanning the two arcs (circles).

To use this tool:

1. Click on the tool (shown above) to open the modifier.

2. Enter the length of the line to be drawn (if required. If the line is to span the two circles/arcs then no value is needed) and press the **[spacebar]**.

3. Once the values are entered, click on the circles/arcs which the line is to be drawn tangent to. The circles/arcs will highlight blue during the process.
Once the second circle/arc is selected—the line will be drawn.


Modifier : Insert Line
Length
Left blank - line will span the distance of the circles
Resulting line, drawn tangent between the two circles
Existing circles

Draw a Line Tangent to an Arc

This tool allow you to start a line anywhere on the drawing and have it drawn tangent to any arc or circle on the plan. The modifier panel allows you to enter in the length of the line you want to insert into the drawing.

To use this tool:

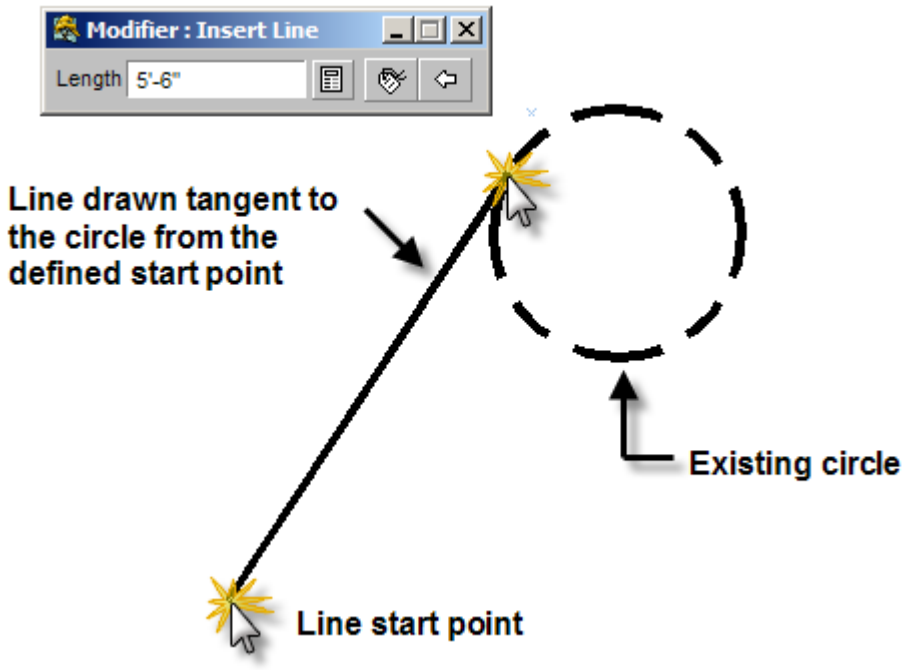
1. Click on the tool (shown above) to open the modifier.

2. Enter the length of the line to be drawn (if required) and press the **[spacebar].**

3. Once the values are entered, click where you want the line to be drawn to begin

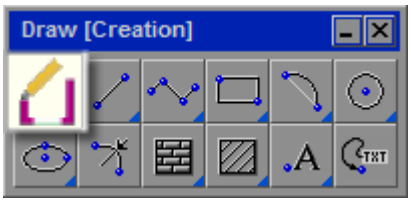
4. Click on the circle/arc that you want the line to be drawn tangent to. The circle/arc will highlight blue and a ghost ('thin' image of the line) line will be placed on the drawing.

5. To complete the process Click where you wish the line to end.

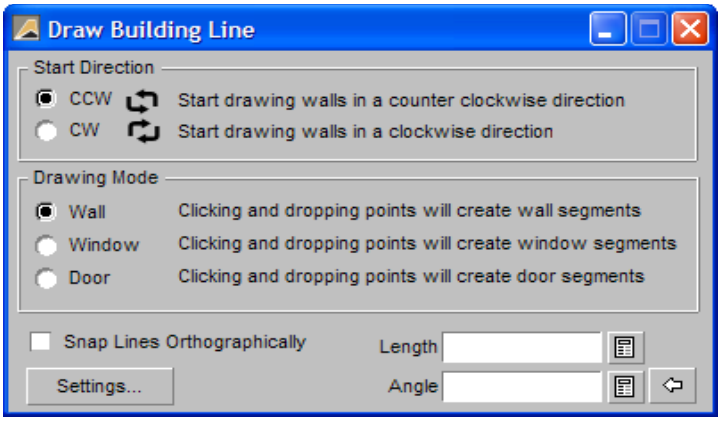

Modifier : Insert Line
Length 5'-6"
Line drawn tangent to the circle from the defined start point
Existing circle
Line start point

The Building Outline Tool

The building outline tool is used exclusively for drawing the outline of a house or building. Following the recommended DynaSCAPE technique, this tool draws two parallel lines (one on the **Building** layer and one on the **Base** layer by default), turning the 'Fill' off for doors and windows, and then joining the building line together to close the gap at each corner. The two lines are drawn at an offset distance that is half the width of the line on the Building layer (3" for most prototypes). This tool uses the outside line (on the Base layer by default) as the line that receives the measurements entered for complete accuracy.



When clicked on, the Building Outline tool opens a modifier panel with a number of options to choose from:



The following is an explanation of the various options in the modifier:

Start Direction: The start direction determines which side of the building line the second line will be placed as you draw. Since the building line is a thicker line, the second line (a thin line) will be drawn directly along the outside edge it.

Drawing Mode: Determines the type of line that will be drawn for the building line. The Wall option will draw a solid 'Filled' line. The Window and Door options will draw a 'Unfilled' line.

Draw Lines Snapped Orthographically: This option would be used to trace a lot plan that has building lines that are at an angle other than 90 degrees on the drawing page.

Length and Angle: Enter the specific length of your wall and window segments here. The angle option should only be used if the angle needed is different than your constraints.

Settings.: This opens the Building Line Settings panel. Here you can change the default layers that are drawn with this tool. Here you can also change the width of the lines the windows and doors are drawn at.

Why Building Outlines are Drawn this way

The outline of a building should be drawn with the heaviest line weight available. The default setting for the Building layer in most prototypes in DynaSCAPE is six-inches (6”). The problem with heavy CAD lines is that the actual length is measured from the centre of the line, not the outside edge. This can become an issue in a number of instances:

1. When trying to connect lines (bed line or driveway etc.) to the building, line will be connected to the center of the building line not the outside edge.
2. Trying to hatch up to these heavy lines, the pattern will fill in to half way through the building wall to center of the line.
3. When measuring areas (of patios, decks etc.) and lengths of lines, the measurement tools will measure to the center of the building line, not the outside edge.

If you were to draw your building outline with the Building layer and then measure the outside edges of your house, it will measure six inches wider than it should. Try drawing a 10’ x 10’ square using the building layer and then print it out to scale. Then measure the square on the printed sheet and you will see that the square is 10’6” x 10’6”.

In order to overcome these issues the Building Outline tool was developed to draw a thin line on the outside edge (on the Base layer) and then a thicker line offset inside at half the thickness of this thicker line (on the Building layer).

How to use the Building Outline Tool

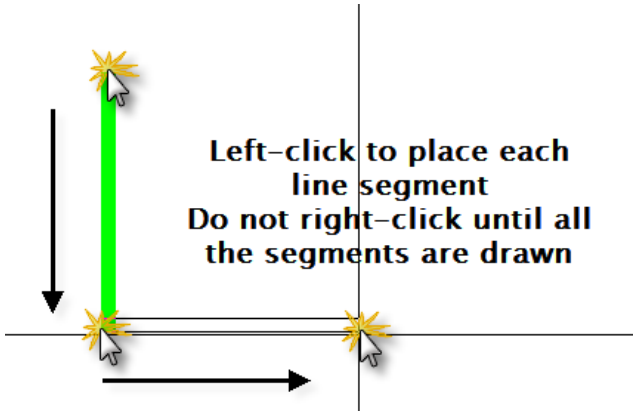
The Building Outline tool is simple to use:

1. Click on the icon to open the modifier.

2. Choose your starting direction (clockwise or counter-clockwise) and set your constraints (usually to Polar).

3. If you are tracing a raster image of a lot plan, you can do so free hand (not entering measurements). If you have any site measurements, enter them in the length box as you draw each wall, window or door segment. Be sure to press [Enter] or [Spacebar] to set the number.

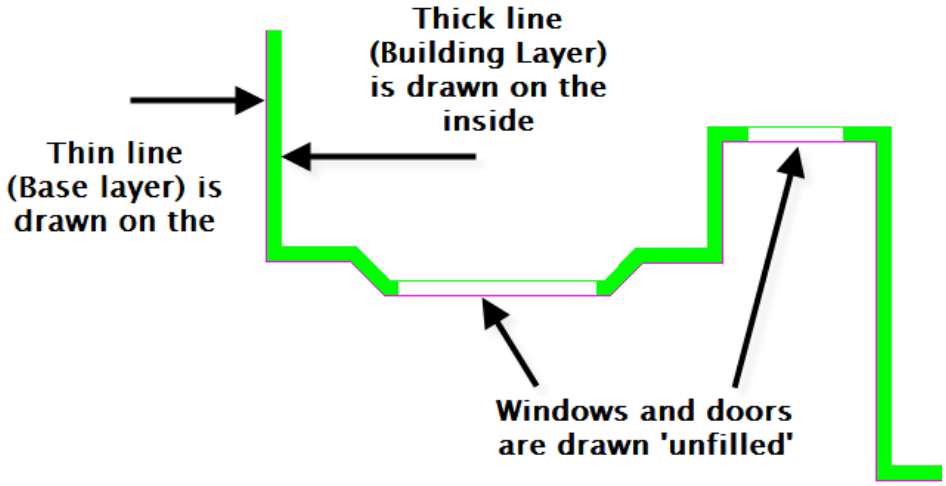
4. Once the values are entered, click where the first end of the first line is to be placed and then use the mouse to set the direction. A second click will drop the line into the drawing. Do not right-click as this will detach your cursor from the previous line segment.



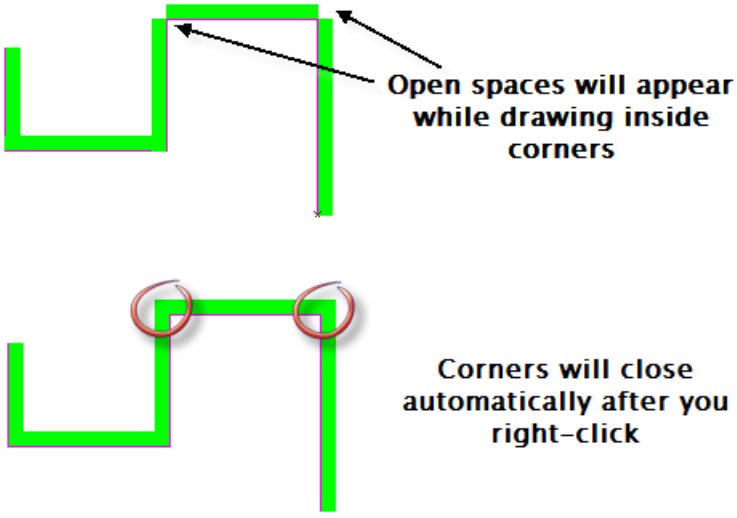
5. Enter the length of the second line, press [Enter] or [Spacebar] and then use the mouse to set the direction and then click to drop the line into the drawing. Remember, do not right-click as this will detach your cursor from the previous line segment.

6. To draw a window or door, click on the Window or Door option, enter the length, press [Enter] or [Spacebar] and then click on the drawing to place the line. Once placed the modifier automatically switches back to drawing

walls segments so you can continue drawing. Remember, do not right-click as this will detach your cursor from the previous line segment.



7. Once all your line segments are drawn you can right-click to end the process. Once you right-click all of the building line corners will automatically join together, closing any open corners that appeared during the drawing process.



Using the Snap Lines Orthographically Option

This option is most commonly used to trace a raster of a lot plan where the lines for the building are at an angle other than 90 degrees on the drawing page. Follow these steps to use this option:

1. Place the raster image of the lot plan in your drawing and re-size it to the drawing scale (for re-sizing rasters see Chapter 13 - Working with Raster Images).

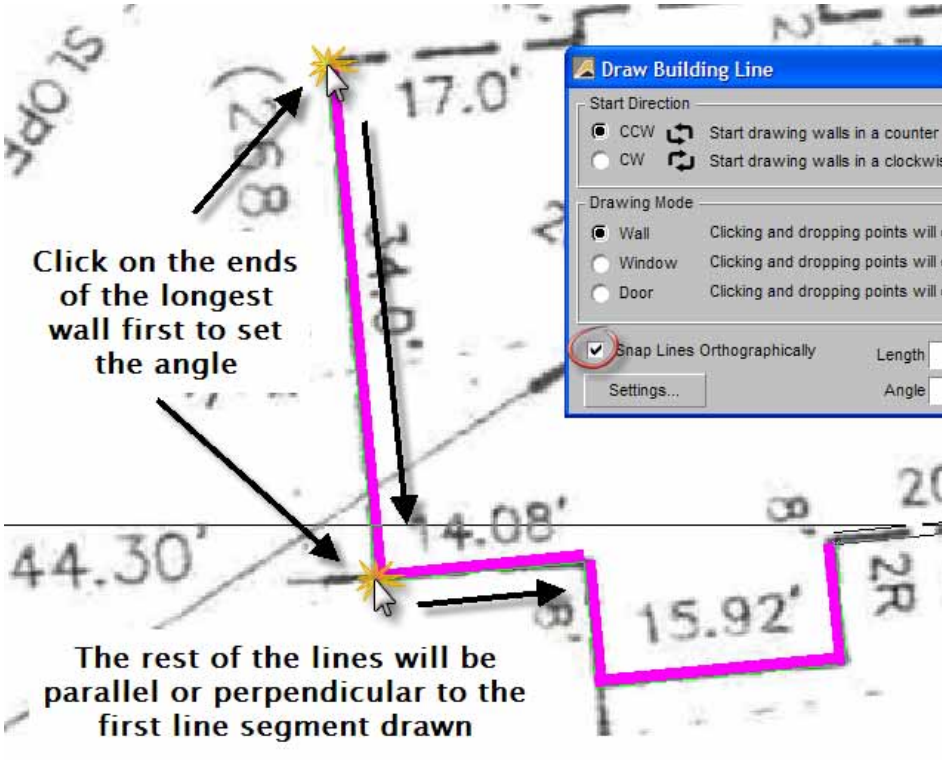
2. Open the Building Outline tool and click on the Snap Line Orthographically option.

3. Turn your constraints to 'None'.

4. Choose your start direction (clockwise or counter-clockwise).

5. To begin tracing the building outline, first trace over the line representing the longest wall on the raster to set the angle of the all the line segments to follow in this sequence. Do not right-click until the very end.

6. You will notice that now you can only draw lines parallel or perpendicular to the first line. Continue drawing the remaining lines of the building, ending with a right-click after the last segment has been drawn.



7. After you have completed tracing the elements needed from the lot plan, remove the raster image by going to the **Tables** menu, clicking on **Rasters...** and then **Remove** in the Raster Editor.

8. Before start to work with the base plan you should rotate the geometry so the house sits square on the drawing sheet. Use the tool called **Align Objects to another line or object** in the Edit toolbox. For detailed instruction on how to use this tool see **Chapter 7 - Basic Editing and Dimension Tools**.

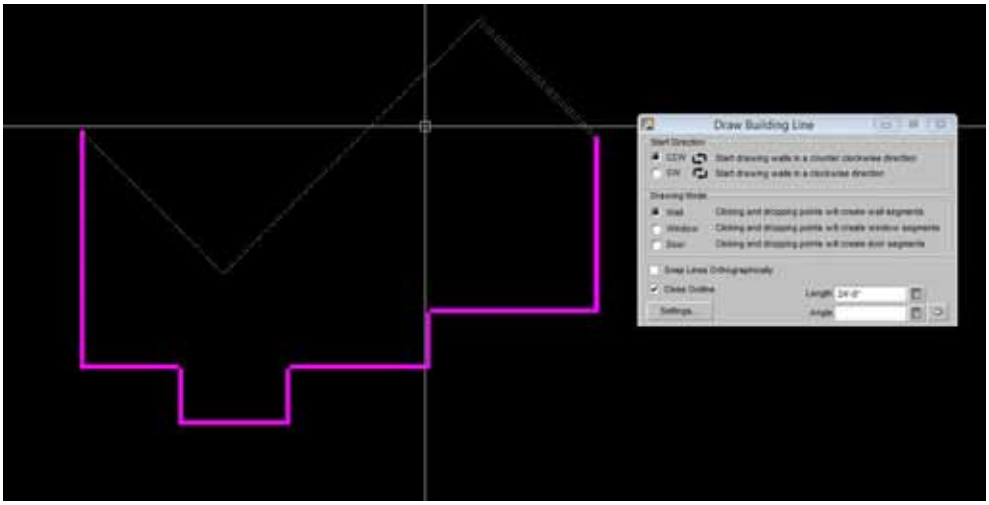
Closing the Building Line

There 2 ways to attach the last line segment to the very first line segment when you draw around the entire building outline to close it.

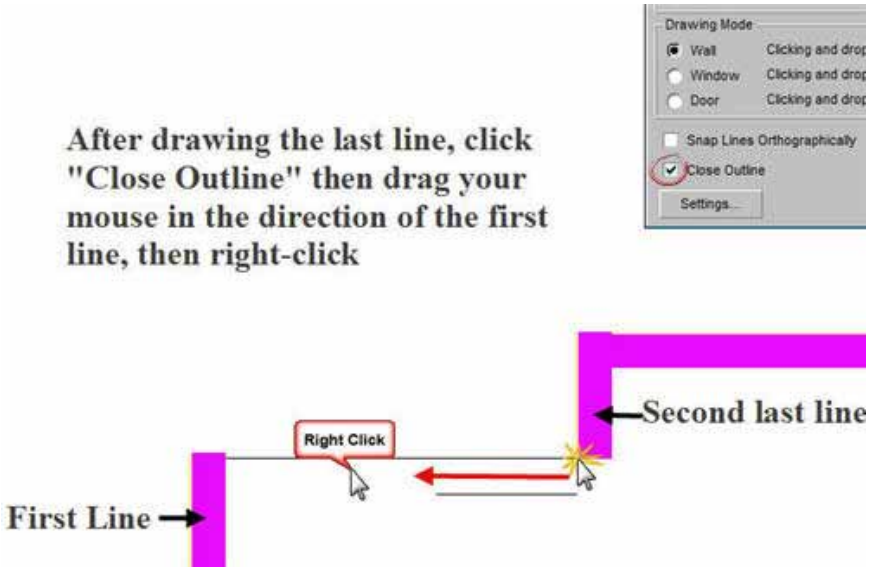
Option 1 - Using Close Outline:

This is the recommended way to close the building line:

As you are drawing the building line and have the Close Outline option chosen you will see “Ghost” outline that shows you how the building would close if you right-clicked, here is an example:



1. At the second last line, before the Building Outline is done, you can see the “Ghost” outline that shows you how the Building Line will close:



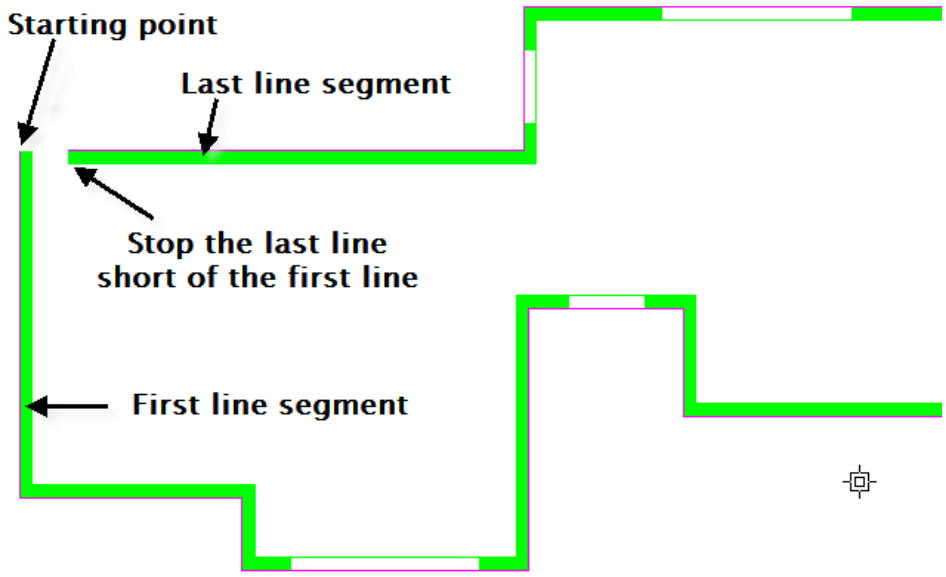
2. Right-Click to Close the Building Line

Important

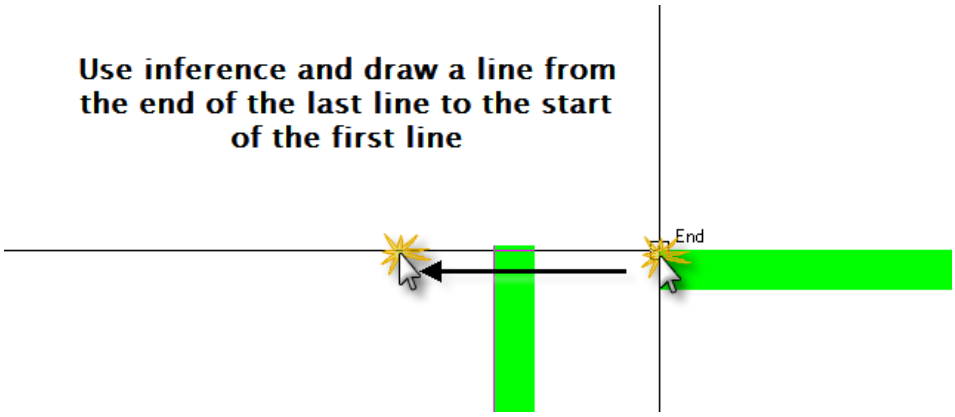
If the first building line matches exactly or is longer than the second last line then the building line will not get created properly, the first line needs to be shorter than the end of the second last line

Option 2 - Manually:

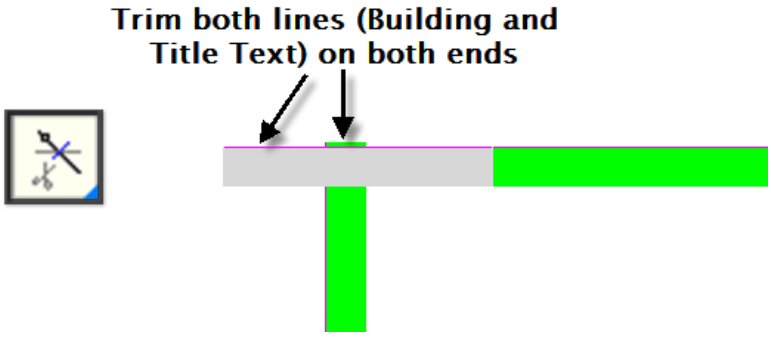
1. Stop the last line short of the end of the first line and right-click.



2. Then, using inference, draw another line segment from the end of the last line and left-click past the end of the first line and the right-click.

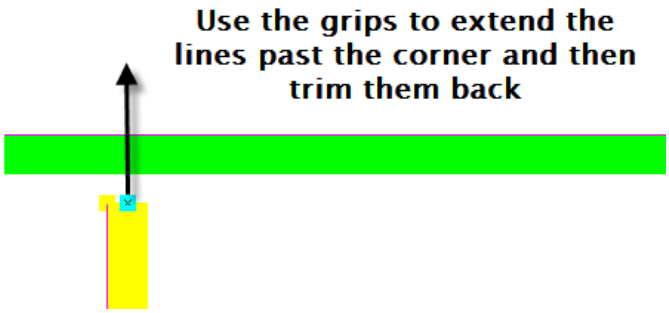


3. Next, using your trim tool, trim the new line back to the first building line. Remember, the building outline tool draws two lines; one on the Building layer and one on the Base layer, so you will have to trim them both.

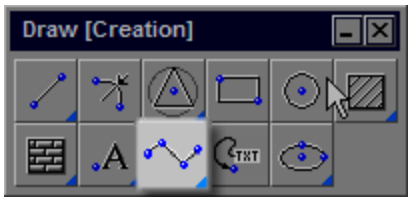


If the first line of the building is too short to trim to, use the 'grips' to extend it first. To do this, first press [Esc] and then click on the building line to reveal the grips. Click on the end grip and move it past the second line you drew and left-click, remembering to use your constraints to keep the line straight. You will need to extend both the Building line and the Title

Text line. After you have extended these lines you can then trim them all to complete an accurate corner.



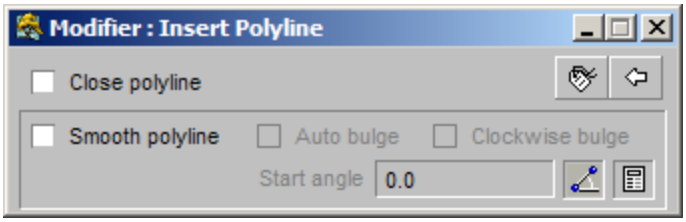
Drawing Polylines



The Polyline tool in DynaSCAPE Design has several uses—to draw or trace the outline of a house or building, to create curved lines for planting beds, walkways and other organic shapes and, to create closed (contained) areas for inserting hatches and sections. The polyline tool can draw both curved and straight lines within the same line.

The Polyline Tool

The polyline modifier panel provides a number of options for placing polylines on the drawing.



Close Polyline

Toggling this option creates a continuous polyline that is closed, meaning that the first point of the line also becomes the last point. This often used for creating a boundary for a pattern or in the creating of beds, patios, etc.

Smooth Polyline

Selecting the smooth polyline option will give you the rounded, organic shapes used to create planting beds, walkways and patios. This option is commonly used in conjunction with the Auto Bulge

Auto Bulge

This option can only be used alongside the smooth polyline option. Selecting the auto bulge option causes the smooth polyline to change direction each time the left mouse button is clicked - producing a scalloped look to the lines being drawn.

Clockwise Bulge

This option is also used alongside the smooth polyline option. When selected, it causes the arc of the polyline to remain in the same direction, producing a 'wave' look.

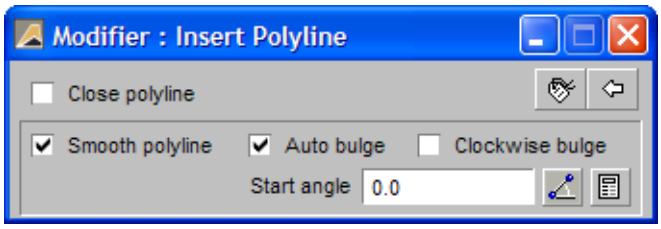
Start Angle

This option is used when you want the polyline to begin at a certain angle and is always used in conjunction with the smooth polyline option. If you have not set a Start angle, the first arc will always start in a left to right direction.

Drawing a Smooth (curved) Polyline:

1. Click on the tool (shown above) to open the modifier

2. Select the **Smooth Polyline** toggle - notice the **Auto Bulge** automatically toggles on as well

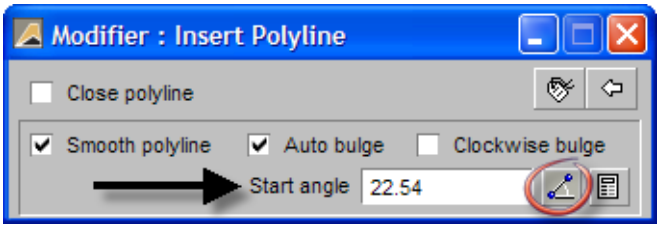


3. Make sure the **Contraints** are set to **None**

4. Set the start angle (this is only for the first arc). There are two ways to set the start angle of the polyline:

1. Manually: set the start angle by entering it manually a then start drawing your polyline or

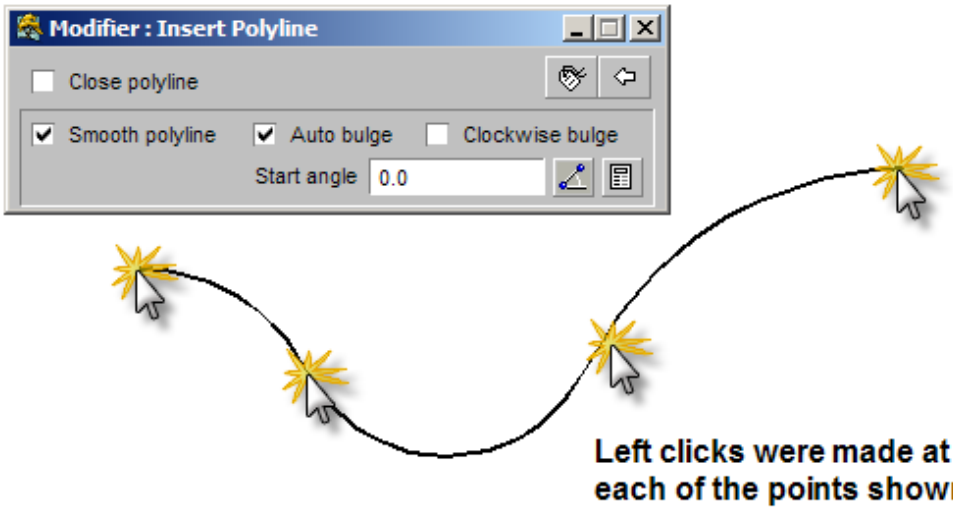
2. Visually: by clicking on the **'Define start the tangent angle of the polyline (smooth)'** button. The options on the modifier will all turn grey and you can use the mouse to define the direction at which the smooth polyline will begin. Click once to place your first point of a temporary line and click once more in the direction you wish the first arc of the polyline to go. The modifier will go back to normal and the angle will automatically be set in the Start Angle box. Now you are ready to place the first point of your polyline.



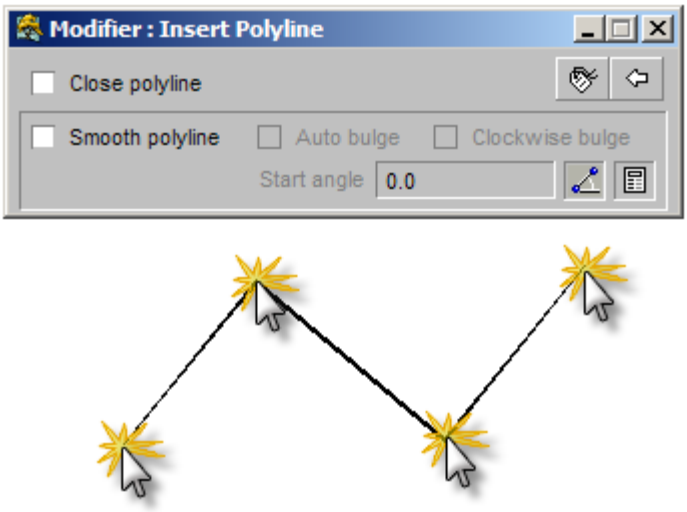
5. Click on the drawing where you want the polyline to start

6. If you have not set a Start angle, the first arc will always start in a left to right direction. Move the mouse to the next location, notice that as you move the mouse the shape and size of the 'arc' created changes. Click to insert the next point

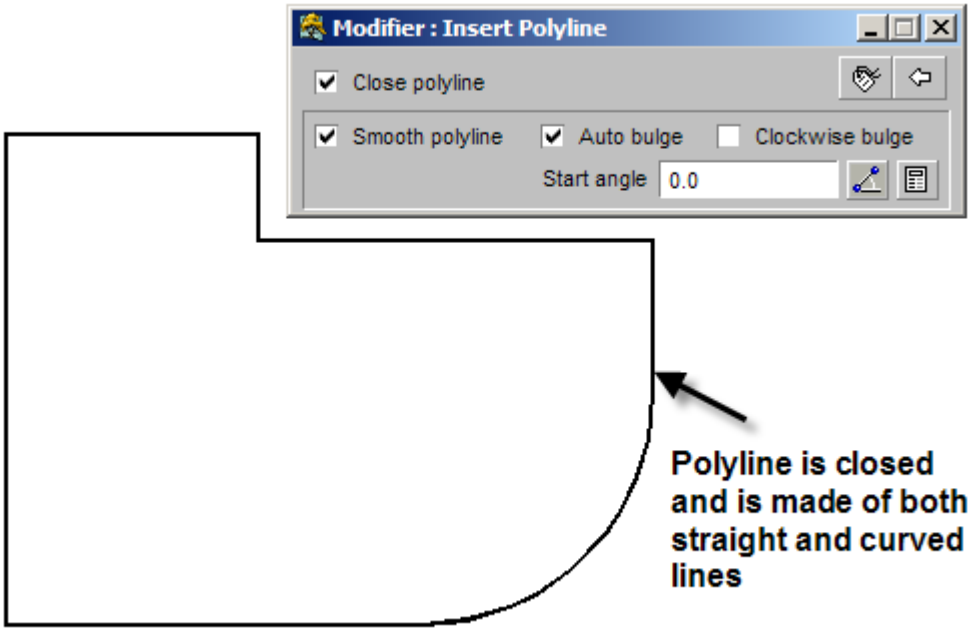
7. Continue Clicking until the desired shape is achieved. Once all the left clicks are made, right-click to finish the polyline.



Polylines can also be drawn with straight lines or with both - simple follow the steps above but do not check the **Smooth Polyline** toggle.



Closed polylines can also be created. These polylines are excellent for defining hatch or section areas or for creating island beds, berms, patios, etc. Closed polylines can be smooth or straight or a combination of the two.

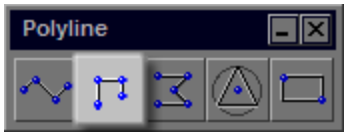


Additional Polyline Tools

Nested under the polyline tool is a number of other tools including the rectangle and polygon tools which we have already seen. There are also two other tools which are used in frequently—the **Draw a straight or curved polyline snapped orthographically** and the **Draw a freehand polyline (sketch)** tools.

Draw a Straight or Curved Polyline Snapped Orthographically

This tool allows you to insert a polyline in which each line is drawn at 90 degrees to the previously drawn line. This tool can be used both linear (as straight lines) or set to smooth and the same modifier panel exists as seen in the regular polyline tool.



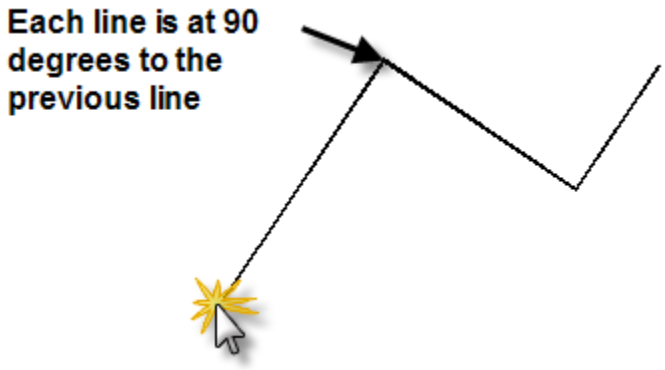
This tool would used when tracing a lot plan where the building does not sit square on the screen. Using this tool will ensure that all the line of the building will be either parallel or perpendicular to each other.

To use this tool:

1. Click on the tool (shown above) to open the modifier if a closed or curved polyline is required

2. Click to draw a line on the page - do **not** right-click

3. Click again to draw the next line segment, notice that the line being drawn is at 90 degrees to the previous line



Drawing a Freehand Polyline (sketch)

This tool allows you to use the mouse to create a sketch line based on a set increment. The increment (length of each line segment) is set by right clicking on the tool to open the modifier. The default increment is 1" but is often changed to give the line being drawn a more structured look. There is a limitation to how long these lines can be so it is a good idea to use this tool sparingly or use the right mouse button to break (end) the line during the drawing process.

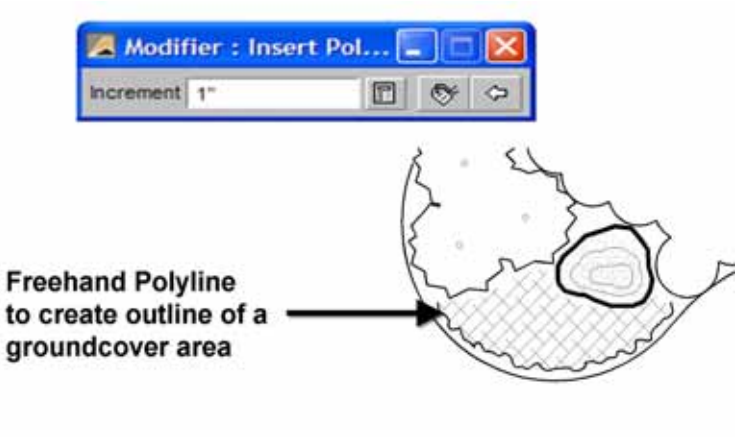
To use this tool:

1. Click on the tool (shown above) to open the modifier

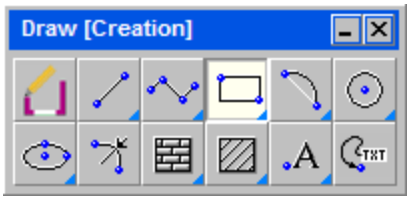
2. Enter the **Increment** - this the length of each line segment that will be drawn, and press the [spacebar]

3. Click on the drawing page where you want the line to start, as you move the mouse around on the drawing a line will follow and be drawn onto the page

4. When finished, right-click the mouse button to break the line



Drawing Rectangles



The rectangle tool allows you to insert both rectangles and squares into your drawing. The tool work both freehand and with a modifier. It is important to note that if you are working with the rectangle tool freehand it is recommended that the constraints be turned off. Entering values into the modifier will however over-ride the constraints.

Important

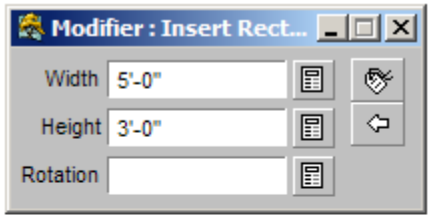
When working with freehad rectangles make sure the constraints are set to none. If the constraints are set to Ortho, Horizontal or Vertical the tool will not work at all. If set to Polar you will only be able to create squares, not rectangles.

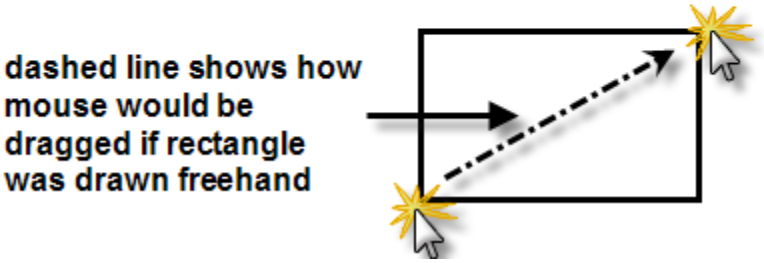
The rectangle tool allows you to insert the length and width of the rectangle you wish to create as well as the rotation. The rectangle tool can also be used freehand allowing you to define the first corner of the rectangle and then define the second corner which will be the corner kitty-corner to the first corner.

To use this tool:

1. Click on the tool (shown above) to open the modifier
2. Enter the width and press the **[spacebar]**
3. Enter the height and press the **[spacebar]**
4. Enter the rotation (if required) and press the **[spacebar].** If no rotation is entered the sides of the rectangle will sit horizontally and vertically on the drawing page.

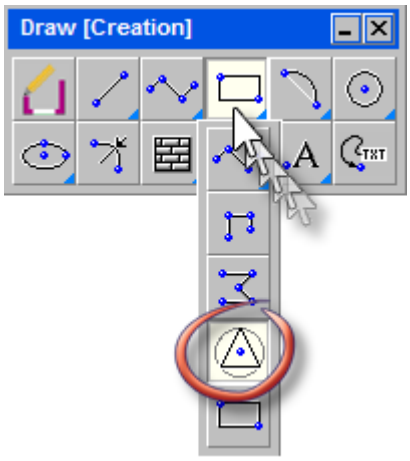
5. Once the values are entered, click to determine the first corner of the rectangle. Use the mouse to set the rotation (if no rotation angle is set then you will place the rectangle above, below, to the right or to the left of the initial click) and click to place.





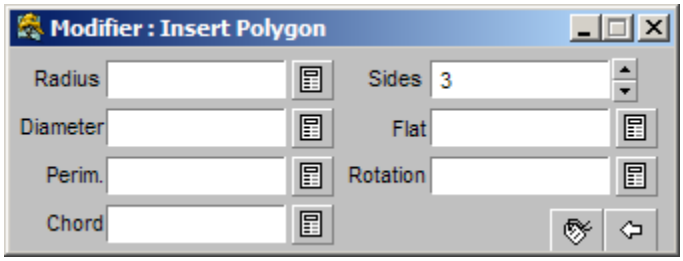
Drawing Polygons

The n-sided polygon tool is found nested under the rectangle tool. Left-click and hold the rectangle tool icon to reveal the tools nested underneath and select the polygon tool pictured below.



The polygon tool allows you to insert a polygon into a drawing. The polygon can be of any size (defined numerically or freehand) with any number of sides (up to 100). The Polygon tool is useful for creating gazebos, sheds, patios and other geometric shapes on a drawing.

.



As seen in the modifier above, there are a number of options available when drawing Polygons. Below is an explanation of each setting. Inserting numbers for **Sides** and **Flat** will automatically generate the numbers for the left side:

Sides—this option allows you to set the number of sides the polygon has. The default is 3. E.g. if you wish to draw an 8-sided gazebo, enter '8' and press [Enter]

Flat—this option allows you to set distance from one side of the polygon to the other. E.g. if the wide of your gazebo is 10', enter '10' and press [Enter]

Rotation— this option set the angle at which the polygon is inserted into the drawing

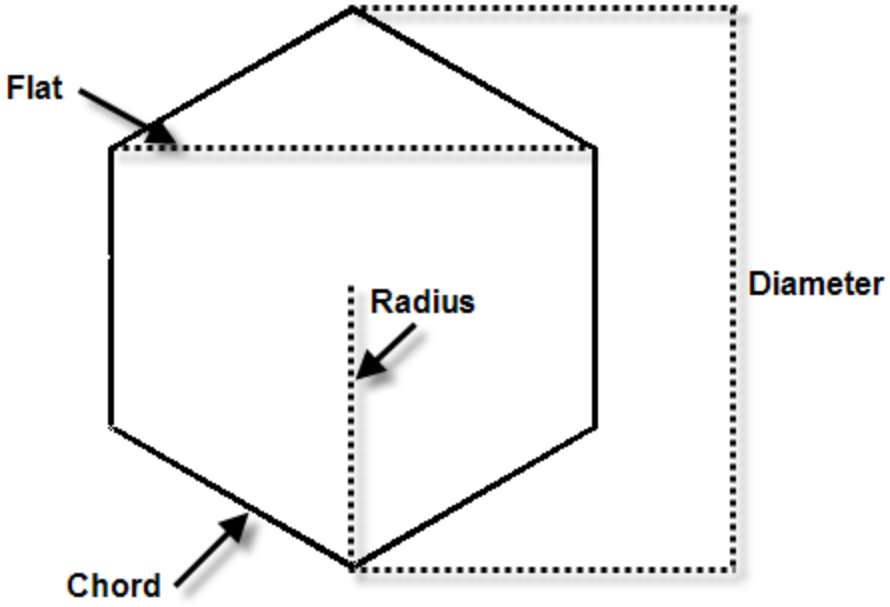
Radius—this option allows you to enter the radius, or the distance from the center of the polygon to the outside edge. This number is determined by **Sides** and **Flat.**

Diameter— this option allows you to enter the diameter, of the total distance across the widest section of the polygon. This number is determined by **Sides** and **Flat.**

Perimeter—this option allows you to enter total distance around the outside edge of the polygon (i.e. the circumference. This number is determined by **Sides** and **Flat.**

Chord—this option allows you to set the length of the sides of the polygon (which will all be equal to one another. This number is determined by **Sides** and **Flat.**

.



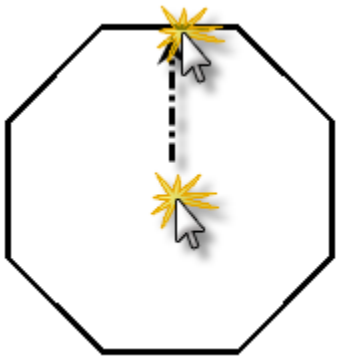
All the options, with the exception of **Sides** and **Rotation** are set according to one another. The value inserted for one option will set the values for the remaining options. If no value is set for the number of sides, three will become the default. A rotation is not required. Like all other tools this option can be used freehand.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. Enter the number of sides (either by entering the number using the keyboard or using the up and down arrows to set the value), the rotation (if required) and any one of the other values and press the **[spacebar].** (If there are only values placed in the **Sides** and **Rotation** spots the polygon will be entered with the size being set freehand)

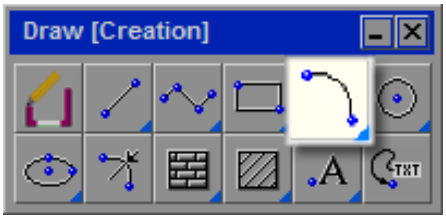
3. Once the values are entered, click to determine the center of the polygon. If a rotation angle has not been set, use the mouse to determine the where the polygon will be placed and left-click. If a rotation angle has been set, left-click again to drop in the polygon.



Left click in the center and left click again to place. Dashed arrow shows how the mouse would be moved to determine size

Drawing Arcs

There are a a series of six tools in the Draw toolbox for drawing arcs. Although they are not used as often as the polyline tool for drawing landscape plans, there are instances where the arc tools are useful, especially if you need to draw a curve with a specific radius i.e. drawing property lines, swimming pools, steps etc.



If you left-click and hold on the arc tool button a list of all six available arc tools will appear.

Insert an Arc Between Two Locations Defining the Chord

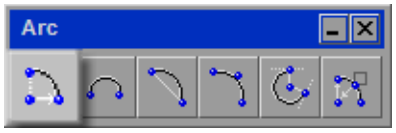
Click this icon to insert an arc passing through two locations. Select two locations and an arc will be drawn through them. This arc tool is useful for creating arcs of a specific radius between two points, with the two points being the start and end locations. With this tool you must set the radius of the arc.

To use this tool:

1. Turn off your constraints
2. Set the radius of the arc you wish to draw
3. Click on the first location where you wish to start the arc
4. Click on the second location where you wish to end the arc. An arc will be drawn with the radius specified.

As with all the arc tools, the radius will be drawn in a counter-clockwise direction. In some cases you may need to start with your second location first.

Insert an Arc



Click this icon to insert an arc by specifying its origin, starting angle and ending angle.

To use this tool:

1. Turn off your constraints

2. Click on the location where you wish to place the center point or origin of the arc.

3. Move you mouse away from the center point to change the radius.

4. Click on the location where you wish to start the arc.

5. Move your mouse across to the location where you wish to and the arc. The arc will always be created in a counter-clockwise direction.

   If you enter a radius or a diameter the arc will be displayed as a full circle until you select the location for the start and the end point.

   If you select the start and end angle, you will need to click on the center point and then click once for the start point and once for the end point. If the start and end angle have been entered it does not matter where you click to place them, since the length will be determined by the set angles.

Insert an Arc Between Two Locations

Click this icon to insert an arc between two locations. Select two locations and an arc will be drawn between them. The default arc is a semicircle. Generally nothing is entered into the modifier since the two locations are already determined on your drawing.

To use this tool:

1. Turn off your constraints

2. Click on the first location where you wish to start the arc

3. Click on the second location where you wish to end the arc. If no radius has been entered, a semi-circle will be drawn.

   As with all the arc tools, the radius will be drawn in a counter-clockwise direction. In some cases you may need to start with your second location first.

Insert an Arc Through Three Locations

Click this icon to insert an arc passing through three locations on the circumference. Select three locations and an arc will be drawn through them. Generally nothing is entered into the modifier since the three locations will be determined by your mouse clicks.

To use this tool:

1. Turn off your constraints

2. Click on the first location where you wish to start the arc

3. Click the second location through which you wish the arc to pass

4. Click on the third location you wish the arc to end.

As with all the arc tools, the radius will be drawn in a counter-clockwise direction. In some cases you may need to start with your end location first.

Insert an Arc Tangent to Two Locations

Click this icon to insert an arc tangent to two entities. Where more than one tangent exists, the point of entity selection determines the tangents used to define the arc. This is one of the more difficult arc tools to understand and use. It requires you to have two arcs, chamfers, circles or lines already drawn to refer to.

1. Turn off your constraints

2. Click on the first entity you wish the arc to be tangent to

3. Click on the second entity you wish the arc to be tangent to. The arc is now constrained to be tangent to the selected entities

4. The starting angle will be at the intersection of the circle and the line. Select the first location, and click the left mouse button. This location specifies the starting angle of the arc

5. The ending angle is at the intersection of the arc and this line. Specify the ending angle, and create the arc by selecting the second location.

Insert an Arc Using an Outside Tangent to an Entity

Click this icon to insert an arc tangent to a single entity. This tool requires you to have one arc, chamfer, circle or line already drawn to refer to.

1. Turn off your constraints

2. If you know the radius of the arc you wish to draw, enter it in the modifier

3. Click on the entity you wish the arc to be tangent to

4. Select the first location and click the left mouse button. This location anchors the origin and the radius of the dynamic circle. A dynamic line from the origin of the circle to the current cursor position is displayed. The starting angle is at the intersection of the circle and the line.

5. Select the second location and click the left mouse button. This location specifies the starting angle of the arc. A dynamic arc is displayed with the desired starting angle. Again, a dynamic line is displayed from the origin of the arc to the current cursor position. The ending angle is at the intersection of the arc and this line.

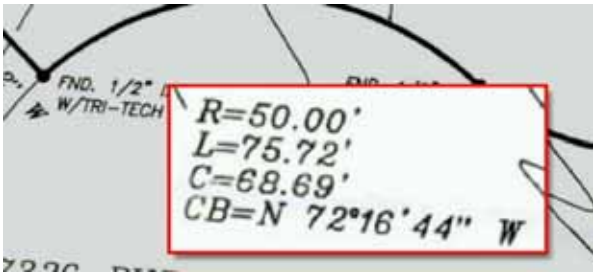
6. Specify the ending angle, and create the arc by selecting the third location

   As with all the arc tools, the radius will be drawn in a counter-clockwise direction. In some cases you may need to start with your second location first.

Using Bearings (and DMS) to Draw Property Line with Arcs

In order to draw property lines that contain arcs you will need to know the length, the bearings and the radius of the arcs. Since bearings cannot be entered into the modifier boxes of the radius tool, you must first draw a temporary straight line using the

length and bearings specified on the lot plan. All lot plans with bearings for curved line will have the following information to determine the angle, length and radius:

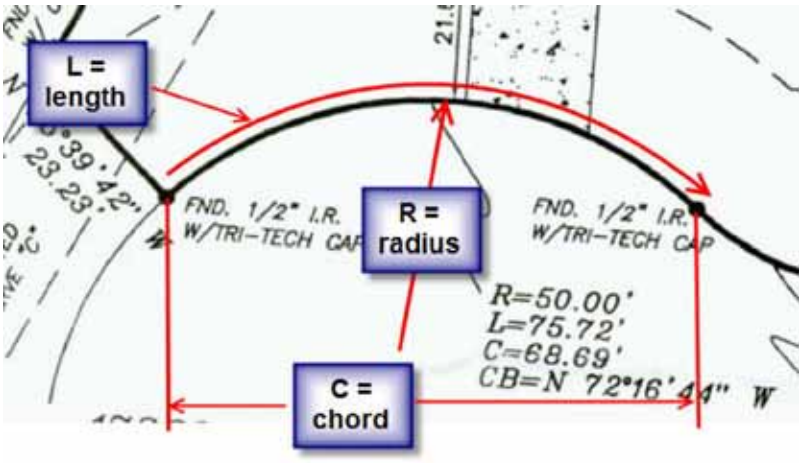


'R' represents the **Radius** of the curved line (needed to get the correct curve)

'L' represents the **Length** of the curved line (not needed but useful to check accuracy)

'C' represents the **Chord** of the line, the distance between the ends of the curves (needed to get the length correct)

'CB' represents the **Bearing angle of the Chord** (needed to get the angle correct)



There are two formats to enter bearing measurements and they are dependant on the way the numbers are displayed on the property survey:

Bearings: Showing degrees, minutes and seconds and a direction e.g. N43°32'09"W

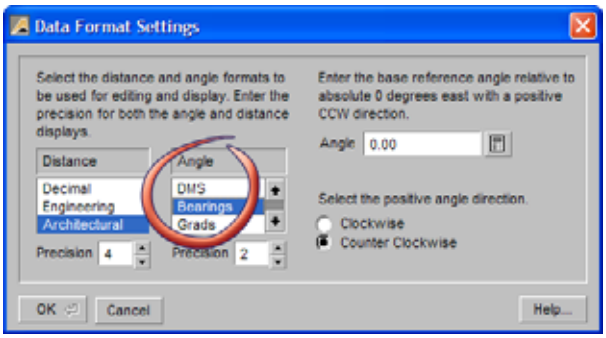
- If the degrees are over 90 you must use the DMS format

DMS: Showing degrees, minutes and seconds only (no direction) e.g. 169°54'06"

- This format does not allow the use of a direction (N, S, E or W)

The first step to begin this process is to change the format in which you enter your data:

1. Under **Angle**, choose the **Bearings or DMS** option and click OK.



2. Click on the **Draw a line** tool to open the modifier

3. In the Length box enter the length of the Chord (C) from the survey.

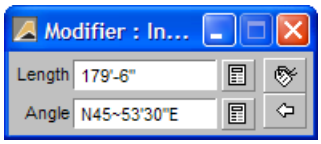
4. In the angle box enter the bearing angle of the Chord (CB) from your survey in this format:

Using the Bearings Format:

N0~0'0"W (the '~' represents the degree symbol)

Note: If the degrees are over 90 you must us the DMS format.

Note: The letter ‘d’ can be used in place of the ‘~’ symbol

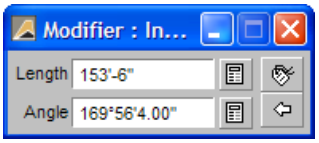


Note: The ‘W’ may automatically switch to ‘E’ but this will not affect the results. If there are no numbers for seconds, use ‘0’.

Using the DMS Format:

0~0'0" (the '~' represents the degree symbol)

Note: The letter ‘d’ can be used in place of the ‘~’ symbol



If there are no numbers for seconds, use ‘0’.

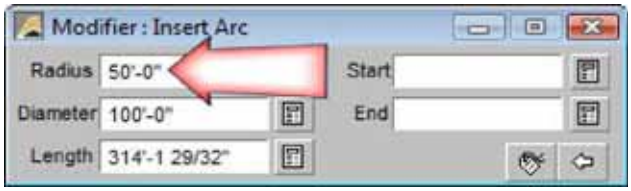
5. Drawing in a clockwise direction is usually the way you will need to draw. You may need to try it first to determine the direction you need to go.

6. Place the line on your drawing by clicking the start point and the end point. The ends of this line (Chord) are going to be the start and end points of the arc.

7. Next, open the arc tool in the **Draw Toolbox** called *Insert an arc between two locations defining the chord*

8. Turn off your constraints

9. In the modifier for the Arc tool, set the radius of the arc as specified by the property survey (R).



10. Using inference, click on one end of the line you placed in step # 6.

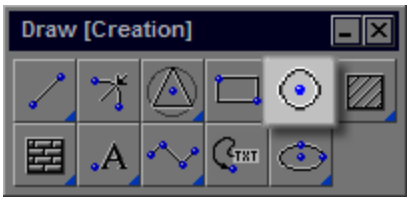
11. Using inference, click on the other end of the line. An arc will be drawn with the radius specified.

Note: As with all the arc tools, the radius will be drawn in a counter-clockwise direction. In some cases you may need to start with your second location first.

12. After placing your arcs you can remove the chord lines

13. When you are finished placing the property lines on your drawing, be sure to go back to the **Data Format** option and change the **Angle** back to **Decimal**.

Drawing Circles



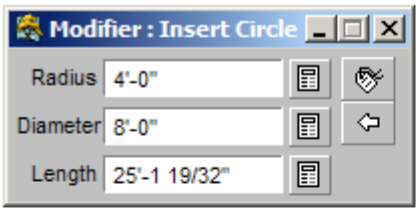
The circle tool allows you to insert circles into your drawing both freehand and with a specific size. With the circle tool you are able to insert a radius or diameter as well as a length measurement (circumference).

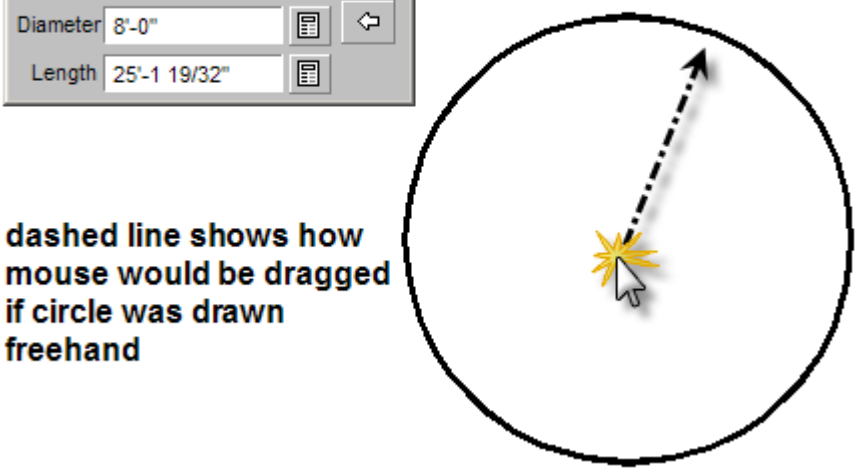
To use this tool:

1. Click on the tool (shown above) to open the modifier

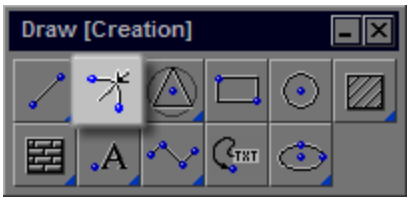
2. Enter the radius (or diameter or length) and press the **[spacebar]**

3. Once the values are entered, click to determine the first center of the circle If a value has been entered for the size of the circle the circle will be placed automatically, otherwise moving the mouse away from the origin will allow you to determine the size and a click will drop the circle onto the drawing.





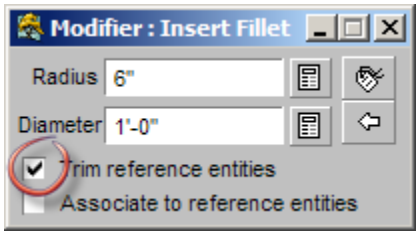
Insert a Corner Radius



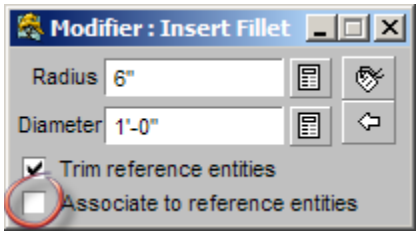
The Corner Radius tool allows you to “round” the corner between two lines (whether the lines meet or not). By entering a radius (or diameter), an arc will be placed between two lines on the drawing. This a useful tool for creating the connection between sidewalks and driveways, etc.

When selecting the lines always click to select the lines at a point closest to the end of the line in which the radius is to be placed. Failing to do so can cause the radius to be placed at the opposite end of the line and the lines to disappear.

Within the modifier panel are a number of toggles. The **Trim reference entities** toggle, when selected, trims the overlapping lines to where the arc is placed.



The **Associate to reference entities** is used to connect the arc to the parent lines. This toggle is generally left deselected and must not be selected when the item being drawn will be saved as a figure or if the arc created is going to be used independently (i.e.: offset, moved, copied, etc.) of the parent lines.



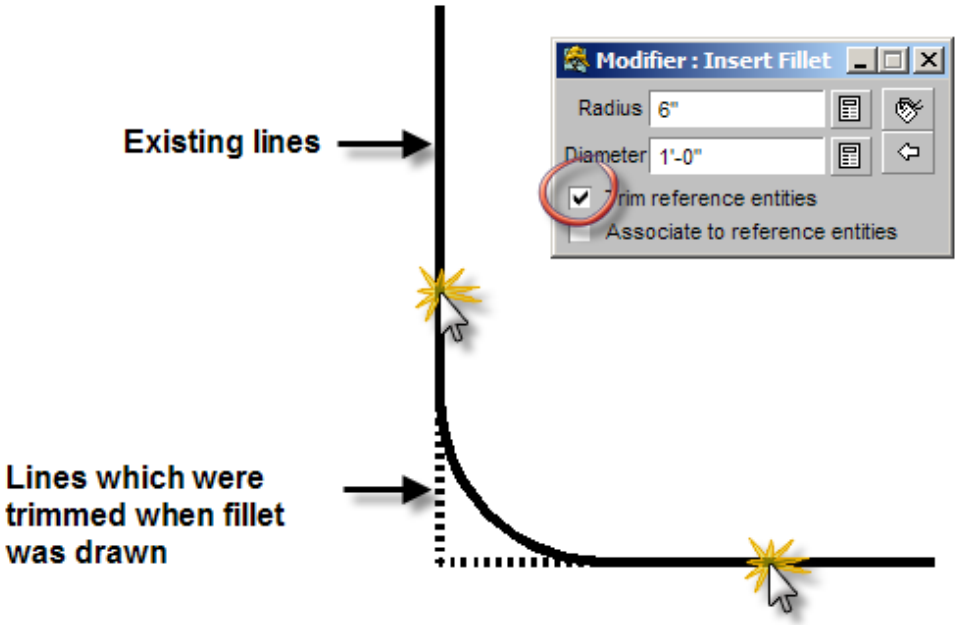
To use this tool:

1. Click on the tool (shown above) to open the modifier

2. Enter either the radius or the diameter (one will set the other automatically) and press the **[spacebar]**

3. Once the values are entered, click on each of the lines defining the location of the radius—once the lines are clicked they will highlight blue.

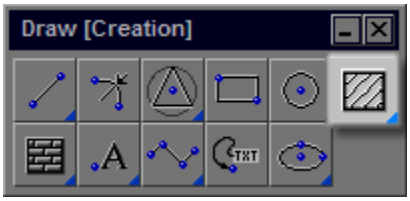
4. Once the second line is selected, the radius will automatically be placed. If the 'Trim reference entities' was selected, the lines extending past the radius will be trimmed.



Hatch and Generic Patterns

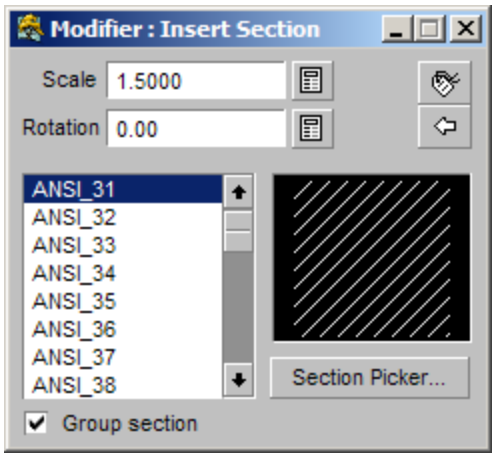
DynaSCAPE Design contains a number of patterns and fills to insert into your drawings. These are generally used to distinguish paved areas, walls, ground cover, etc. Both the **Hatch Pattern** and **Generic Pattern (Section)** tools are available within the Draw toolbox. There are other tools that use other methods of insertion for these patterns *nested* beneath these tools.

Inserting Generic Patterns (Sections)



The Generic Patterns are based on mathematical calculations. Generally speaking new section patterns are not easily created.

The Generic Patterns tool is generally used in conjunction with it's modifier. Right clicking on the tool opens the modifier which allows you to select the pattern which is being used. The patterns are listed and can be viewed one by one by clicking on the name or can be viewed as a group by clicking on the **Section Picker** button. A scale for the pattern to be inserted can be set (making it smaller or larger) as well as a rotation angle. You also have the option to **Group Section** which is generally checked—this inserts the pattern into the drawing as one piece much like a figure.



As previously mentioned there are two Generic Patterns tools; the **Insert a generic pattern into an area by selecting the boundary** and the **Insert a generic pattern into a contained area** options. Both of these tools have the same modifier panel however they utilize different methods of selecting the area which is to be filled.

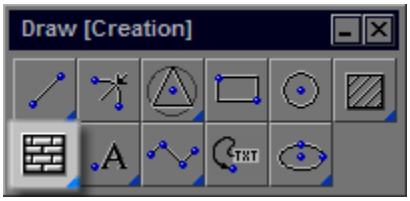
Insert a Generic Pattern into an Area by Selecting the Boundary

The **Insert a generic pattern into an area by selecting the boundary** tool allows you to select an entity that has been drawn on the page (a 'closed polyline', 'rectangle', 'circle' or other closed entity on the drawing) as the bounding edge for the section pattern. The pattern is selected and the scale and rotation set and then a line of the bounding entity (e.g. circle) is selected by clicking. Once the entity to be filled has been highlighted, right clicking will fill the area in with the selected pattern.

Insert a Generic Pattern into a Contained Area

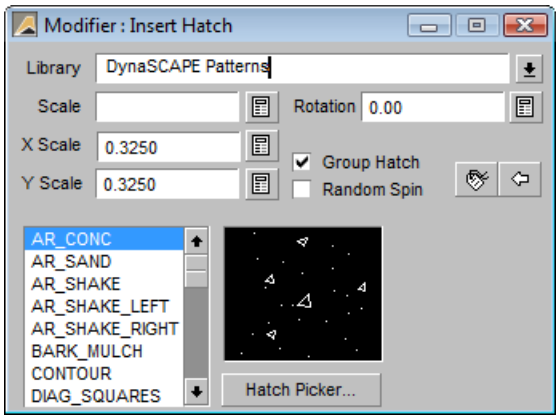
The **Insert a generic pattern into a contained area** tool allows you to select an area to be sectioned simply by clicking in the center of an area completely encompassed by lines (lines, polylines, etc.) that meet and/or touch one another. By clicking in the center, DynaSCAPE Design finds these edges and determines the area to be filled. If the area is not completely contained a message will appear in the CLI stating *Section has no boundary* at which time the previous method can be used.

Hatch Pattern Tools



The Hatch Patterns are comprised of patterns that repeat on all four sides. New hatch patterns can be created when needed to create new patterns for paving, flowers or just about any other pattern that needs to be created.

Clicking on the tool opens the modifier which allows you to select the pattern which is being used. The patterns are listed and can be viewed one by one by clicking on the



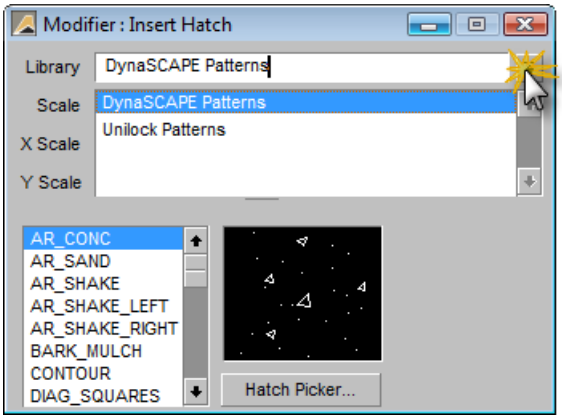
name or can be viewed as a group by clicking on the **Hatch Picker** button. The scale of the hatch pattern can be entered with differing 'X' and 'Y' values (to give the pattern a warped look) or with the same value to maintain the pattern. A rotation angle can also be set You also have the option to **Group Hatch** which is generally checked—this inserts the hatch pattern into the drawing as one piece much like a figure. A second option for a **Random Spin** is also available, allowing the pattern to be inserted randomly into the area selected.

As with the sectioning tools, there are two Hatching tools; the **Hatch an area by selecting the bounding entities** and the **Hatch an area by selecting a contained location** options. Both of these tools have the same modifier panel however they utilize different methods of selecting the area which is to be filled.

Multiple Hatch Pattern Libraries (New!)

By default DynaSCAPE now has it's Hatch library divided into two main libraries: DynaSCAPE Patterns and Unilock Patterns. The DynaSCAPE Patterns library contains all the generic patterns of pavers, mulch, concrete etc. while the Unilock Patterns library only contains Unilock-specific patterns. If any other manufacturer

patterns are added to DynaSCAPE, they would be listed here. To access them, click on the down arrow beside the library name. The DynaSCAPE Patterns library is always the default library.



Insert a Hatch Pattern by Selecting the Boundary

The **Insert a Hatch Pattern by Selecting the Boundary** tool allows you to select an entity that has been drawn on the page (a 'closed polyline', 'rectangle', 'circle' or other closed entity on the drawing) as the bounding edge for the section pattern. The bounding entity must be one contiguous line or each line segment must be connected end to end. Boundary lines must not be crossing. The pattern is selected and the scale and rotation set and then a line of the bounding entity (e.g. circle) is selected by clicking. Once the entity to be filled has been highlighted, right-clicking will fill the area in with the selected pattern.

Insert a Hatch Pattern into a Contained Area

The **Insert a Hatch Patter into a contained area** tool allows you to select an area to be sectioned simply by clicking in the center of an area that is completely encompassed by lines (lines, polylines, etc.) that join and/or cross one another. By clicking in the center, DynaSCAPE Design finds these edges and determines the area to be filled. If the area is not completely contained a message will appear in the CLI stating *Hatch has no boundary*. Locate the problem area, correct it and try again.

Note

You will notice that when you apply a hatch to the drawing that the line style in which it is inserted into the drawing is grey scale. This has been done so that when hatches are applied to a drawing they do not appear to be overpowering or as solid as the other lines (e.g. plantbed, walkway, etc.) on the drawing. This grey scale look cannot be changed. Regardless of which layer you choose to insert your hatch patterns on they will always appear in this grey scale style. This does not apply to section patterns.

Solid Fill Tools

DynaSCAPE Design also has a solid fill tool. This allows you to insert a solid color fill into an area using the same methods as above. The color the area is filled with will be determined by the layer which is selected. A modifier panel does exist and allows the scale of the fill to be changed—this only necessary if the fill does not completely fill in the area selected at which time a smaller scale can be set to better fill in the area.

Using the Hatch and Generic Pattern Tools

Insert a Hatch/Generic Pattern by Selecting the Boundary

To use the **Insert a Hatch/Generic Pattern by selecting the boundary** tool, follow these steps:

1. Click on the tool (shown above) to open the modifier

2. Select the pattern to be used. This can be done by scrolling through the list on the left hand side of the panel or by clicking on the Hatch (or Section) Picker button

3. Set the scale and rotation (if required) for the hatch (section) and press the [spacebar]

4. Select the area which is to be hatched (sectioned) by Clicking on the bounding entity. The bounding entity can be a closed polyline, a circle, a rectangle or any other shape with is comprised of lines, polylines and arcs that meet end-to-end. The bounding entity will hi-light blue

5. Once the bounding entity is selected (and hi-lighted), right-click to fill with the hatch (section)

Insert a Hatch/Generic Pattern into a Contained Area

To use the **Insert a Hatch/Generic Pattern into a Contained Area** tool, follow these steps:

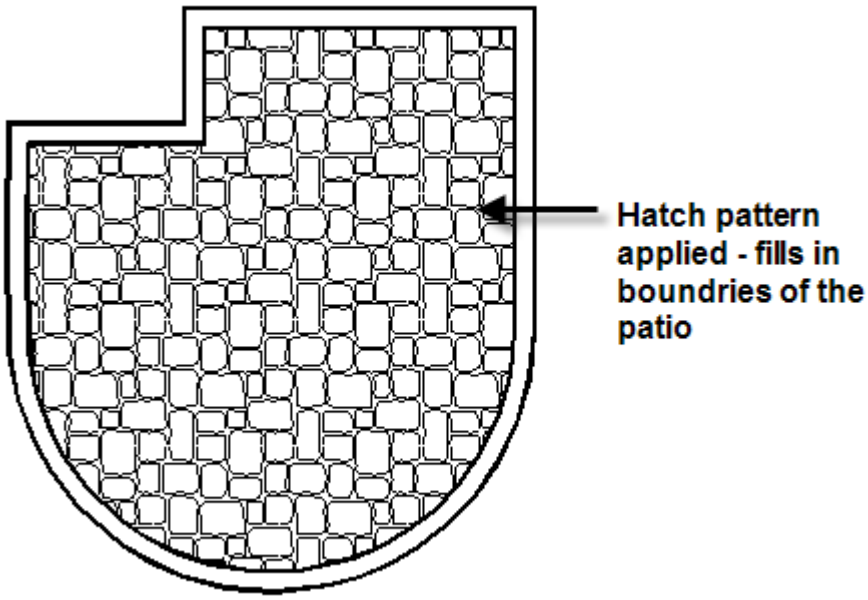
1. Click on the tool (shown above) to open the modifier

2. Select the pattern to be used. This can be done by scrolling through the list on the left hand side of the panel or by clicking on the Hatch (or Section) Picker button

3. Set the scale and rotation (if required) for the hatch (section) and press the **[spacebar]**

4. Select the area which is to be hatched (sectioned) by clicking in the center of the area to be filled. DynaSCAPE Design will automatically find the bounding lines - which will be highlighted blue.

5. Once the bounding entity is selected (and hi-lighted), right-click to fill with the hatch (section)



Hatch/Section Tip

If when you are entering a pattern and it appears to be inserting very slowly because scale of the pattern being entered is too small, you can stop the process by right-clicking. This will return you to the print of selecting the area to be hatched/sectioned and the modifier will be available to change the scale. This process can also be used if the wrong pattern is selected or if the rotation angle entered is incorrect

Using the Color Fill Tools

The color fill tools work in the same manner as the hatch and section tools, however the color of the fill is determined by the layer which is selected (the 'active' layer). The modifier is used to set the scale of the color fill—this useful when the area being filled does not completely fill in (for example sections are not being 'colored'). Since color fill is placed on the drawing as a series of triangles, changing the scale will produce more triangles which will more accurately fill in the area.

Inserting Patterns into Complex Areas

Inserting patterns into more complex areas requires a little more understanding of how the various tools work.

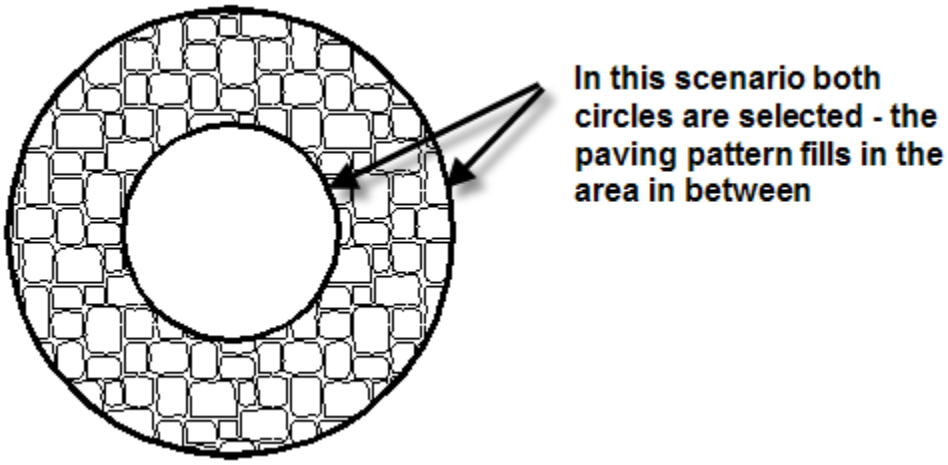
Excluding Hatches/Section from an Area

Often you will come across a situation where the area to be filled with a pattern is somewhat complex. With the pattern tools it is possible to fill around an area, so that the pattern does not fill in a particular area (i.e. for a pool the pattern is applied so only the coping area is filled) or fills in around items (i.e. around furniture placed on a patio).

Option # 1:

1. Draw a closed polyline, circle or rectangle around the area that is not to be filled.

2. When selecting the bounding entities for the pattern, the outside line along with the line surround the area not to be filled are both selected. The pattern selected will fill in the area between these two lines.



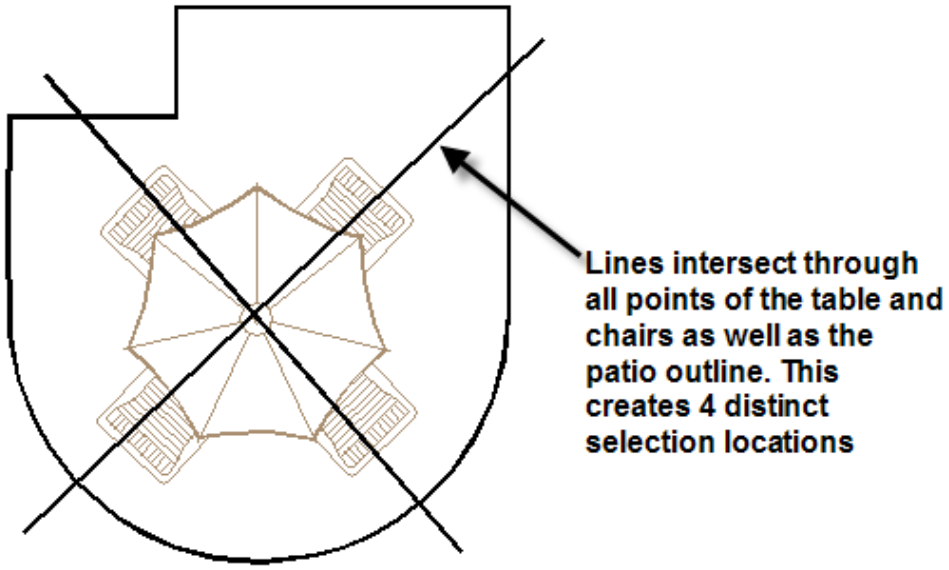
Option # 2:

When inserting a pattern around furniture on a patio, follow these steps:

1. If you attempt to insert a pattern around a library figure such as a table and chairs, the pattern tool cannot find it and will hatch through it. This is because the object is still a figure. Explode the figure to break it down into individual arcs, lines and polylines, using the explode tool.

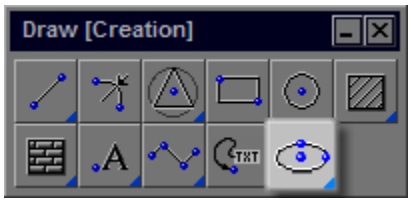
2. Then draw lines through the area boundary as well as through the furniture to create a number of closed areas. The idea here is to connect any objects 'floating' inside the area to the outside boundary.

3. Using the **Insert a Hatch/Generic Pattern into a contained area** tool, click inside each of the closed areas and DynaSCAPE will find both the edges of the patio and the edges of the furniture. The edges of each area will light up blue. Right-click after each area is found to insert the pattern.


Lines intersect through all points of the table and chairs as well as the patio outline. This creates 4 distinct selection locations

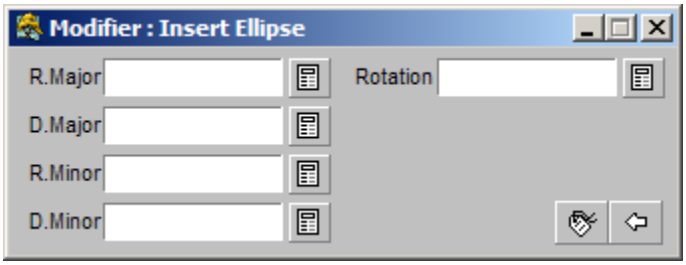
Drawing Ellipses

Drawing an Ellipse



Ellipses can be created in DynaSCAPE Design and is the very last tool in the standard Draw toolbox. Ellipses are drawn by defining two lengths—the distance across the widest part of the ellipse and the distance across the shortest part of the ellipse. These distances are commonly referred to as a the **major** and **minor** axis. A modifier panel for the ellipse is available which allows you to be more exact regarding the size and rotation of the ellipse to be drawn then if the ellipse was drawn freehand.

When the ellipse tool is right clicked a modifier panel appears with the following options:



R. Major—is the radius dimension of the widest part of the ellipse - this value sets the D. Major as well.

D. Major—is the diameter dimension of the widest part of the ellipse - this value sets the R. Major as well.

R. Minor—is the radius dimension of the shortest part of the ellipse - this value sets the D. Minor as well.

D. Minor—is the diameter dimension of the shortest part of the ellipse - this value sets the R. Minor as well.

Rotation—sets the rotation angle in which the ellipse is entered into the drawing.

To use this tool:

1. Click on the tool (shown above) to open the modifier

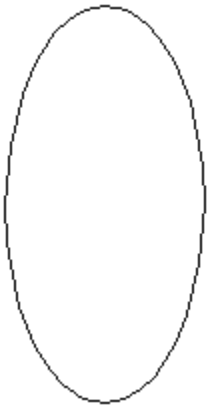
2. Enter either the radius (R.) or diameter (D.) **Major** measurement and press the [spacebar] (entering one will set the other)

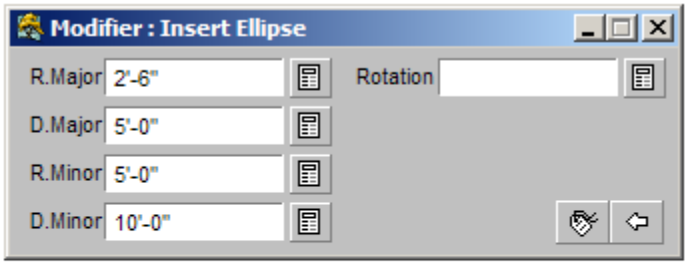
3. Enter either the radius (R.) or diameter (D.) **Minor** measurement and press the [spacebar] (entering one will set the other)

4. Enter the rotation angle (if required) and press the [spacebar]

5. Click to place the ellipse on the drawing

6. If the modifier is not use, the first Click will determine the center of the ellipse. The mouse is then used to set the major and minor radii - this done by moving the mouse and Clicking at the desired location. The mouse is then used to rotate the ellipse which is then set on the drawing with a left click





Drawing an Elliptical Arc

Nested under the ellipse tool is the **Draw an elliptical arc** tool. This allows you to insert an arc into the drawing that is based on an elliptical shape. The same principles

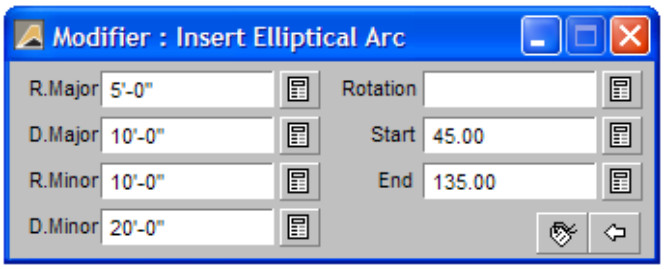
apply that are used when inserting an ellipse however the option to include a 'start' and 'end' point are also included. The start and end point define the arc - where it begins and where it ends. This can be set using values in the modifier panel (based on the degrees of a circle—0 through 360, the bigger the gap between the numbers the larger the arc) or by using the mouse.

To use this tool:

1. Follow the same steps above for defining the size and rotation of the ellipse

2. Enter in the start and end angle for the arc (entered in degrees) and use a Click to set the elliptical arc onto the drawing or...

3. Place the ellipse on the drawing and use the left mouse button to define the start of the arc and a second Click of the mouse to define the end of the arc.
As you move the mouse you will see the arc being drawn



7

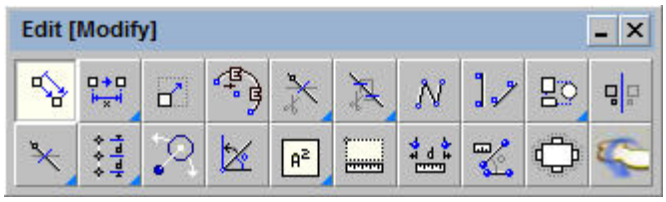
Basic Editing and Dimensioning Tools

Topics covered in this chapter:

- ✓ The Tools in the **EDIT** Toolbox
- ✓ The Tools in the **DIMENSION** Toolbox

The Edit Toolbox

Moving and Copying Objects



The Move or Copy tool in DynaSCAPE Design serves two purposes—to move items around on the drawing and to copy items from one part of the drawing to another. Single entities can be selected, groups of entities or entire drawings.

Did You Know?

Only what is visible on the screen will be selected and moved - layers that are turned off (not visible) will not be affected by this process. Layers that are locked cannot be selected. This tool does not allow for a distance to move/copy to be set.

To use this tool:

1. Click the icon to activate the tool

2. Turn Copy On if you wish to copy the object(s) or Off if you wish to move the object(s)

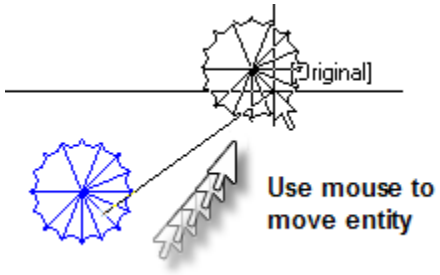
3. Click to select the entities to be moved (alternatively a selection window can be used to select the entities)

4. Right-click to end the selection process.

5. Click to set the **from** location—generally it is a good idea to select a specific spot, such as the middle of the object or a known point such as a corner using inference (especially if you are trying to move an object to a specific

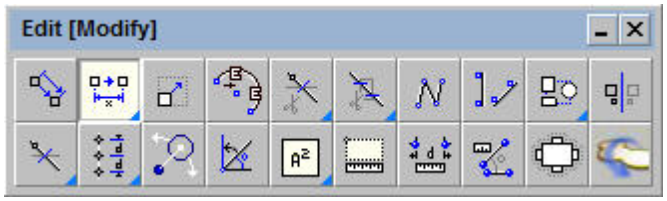
point)— this is where the object(s) being moved will be attached to the cursor

6. The object(s) are now attached to the cursor, move to the new location and click to position in place.



Copying entities is done in the same manner however the **Copy** toggle must be selected. The Copy toggle will be white and red when selected and you will notice that the word **COPY** is attached to the cursor when the move/copy tool is in use.

Offset or Move Lines by an Absolute Parallel Distance



The offset tool allows you to set a distance to move items a set distance away. Basic entities such as lines, polylines, circles and rectangles can be offset so that the new entity is parallel to the existing entity.

For example, a walkway is drawn on the plan and you want to show a soldier course. Simply offset the walkway line by the number of inches wide the brick being used for the soldier course is. Instantly you have a copy of the original line, resized accordingly to represent the width of the soldier course.

To use this tool:

1. Click on the tool (shown above) to open the modifier

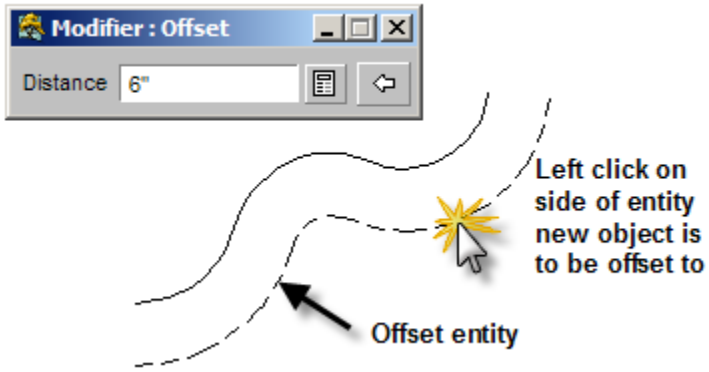
2. Enter in a distance and press the **[spacebar]** after entering this value (if you do not press the **[spacebar]** the distance will revert back to the default of 1”

3. Turn the Copy toggle On if you wish to keep the original line(s) in place

4. Click to select the entities to be offset. Multiple entities can be selected however they *must* meet end-to-end in order to be offset together and they must be contiguous (selected in order)

5. Once the items are selected, right click to end the selection process

6. Click on the side of the original object that you wish to offset to (this is the side to which the new object will be set)



The offset tool can be used with or without the Copy toggle. As with the move tool, when the Copy option is selected the word COPY will be attached to the cursor.

Offset Through a Location

A second offset tool is available, *nested* beneath the main offset tool. This second offset tool allows for objects to be O**ffset through a location—**this simply means that rather then setting the offset distance in the modifier, a point is selected with the mouse to which the objects become offset to.

To use this tool:

1. Click on the tool (shown above)

2. Turn the Copy toggle On if you wish to keep the original line(s) in place

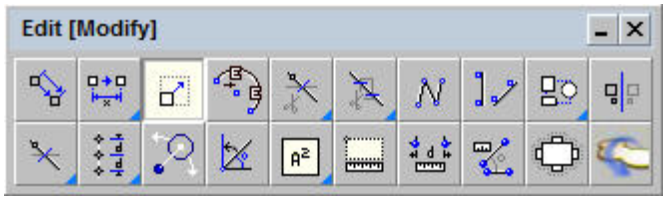
3. Click to select the entities to be offset. Multiple entities can be selected however they *must* meet end-to-end in order to be offset together and they must be contiguous (selected in order)

4. Once the items are selected, right click to end the selection process

5. Click on the location you wish to offset to. If copy is toggled on, a copy of the entity will appear. If not, the entity will be moved to the new offset location.

The offset tool can be used with or without the Copy toggle. As with the move tool, when the Copy option is selected the word COPY will be attached to the cursor.

Resizing Objects by Scale Ratio



A scale tool exists in DynaSCAPE Design that allows for objects to be resized within the drawing. By applying a scale factor to an object or group of objects, a drawing (such as an imported AutoCAD file— see Chapter 9 for more information) or parts of a drawing (such as a deck area in order to create a more detailed plan off the main drawing area) can be made larger.

To use this tool:

1. Click on the scale tool (shown above) to open the modifier

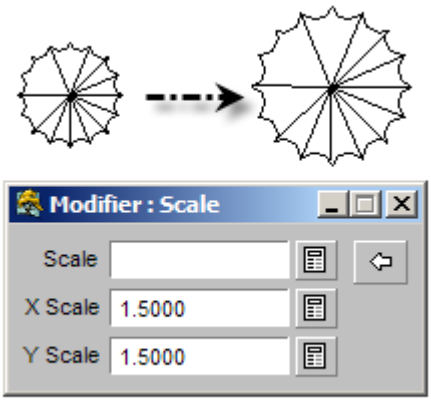
2. If you do not wish to keep the original objects make, sure the **Copy** toggle is turned off.

3. Enter a scale factor. Generally the X and Y values are kept consistent (entered in the **Scale** field and press the [tab]) or the X and Y values can be entered separately as to skew the object.

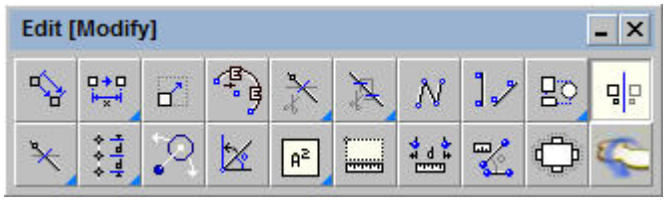
4. Once the scale factor is determined, select the objects either by clicking on each entity or by using a selection box and then right-click

5. A ghost image of the resized image will appear. If you move your mouse away from the object the ghost image will move in the opposite direction, allowing you to choose a new location for it. Click to drop it onto the drawing.

6. If the Copy toggle is On, a second (resized) copy of the object(s) will be placed on the drawing.



Mirroring Objects Across a Location



The mirror tool allows you to mirror objects on the drawing. This is an excellent tool for formal gardens or symmetrical details such as screens and arbors—saving time from redrawing the elements twice.

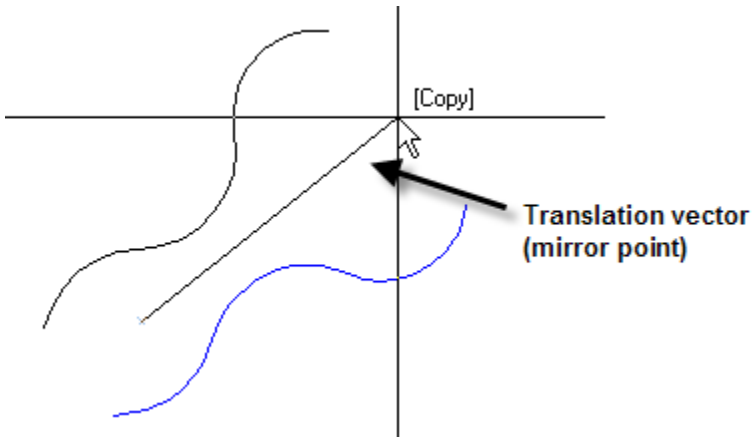
To use this tool:

1. Select all the items to be mirrored, either by clicking on each entity or by using a selection window

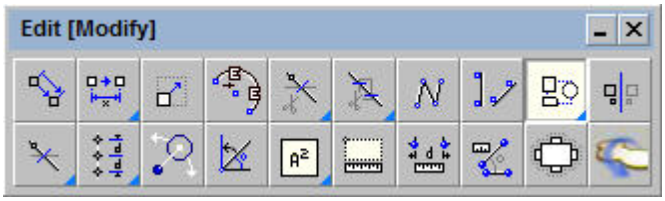
2. Right click to end the process.

3. Click on the first point of the mirror location—this can be a physical point such as a line on the drawing or if can be set freehand using the mouse—then click on the second point to determine the angle of the mirror. The entities will be mirrored

   The copy toggle can be toggled on or off depending on the circumstance. If copy is on the result will be two of the same item, if copy is not selected the objects will just be 'moved' to the new location.



Exploding Objects into Individual Lines and Arcs

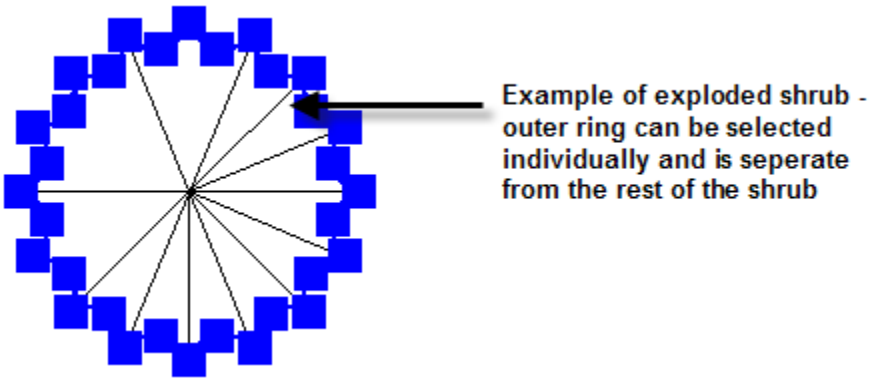


The explode tool in DynaSCAPE allows objects to be broken into individual pieces of geometry. Items such as polylines can be broken into individual lines and arcs. Rectangles can be broken into lines and figures can be broken down into the entities that were used to create the figure.

To use this tool:

1. Select all the items to be exploded either by clicking on the object or by using a selection window

2. When all items are selected, right-click to complete the process. The object(s) will be broken down into it's next simplest form, which may or may not be exploded further.



If an object does not allow you to select it, the object likely has already been exploded to its most basic form (i.e. down to individual lines, arcs, etc.)

Figures that have been exploded once may contain polylines that may be exploded again into lines and arcs.

Grouping Objects into a Named Subfigure

Nested under the Explode tool is a **Group objects into a named subfigure** tool which allows any number of items to be grouped together into one object. These items could be figures, exploded figures, lines, arcs, polylines, patterns etc.

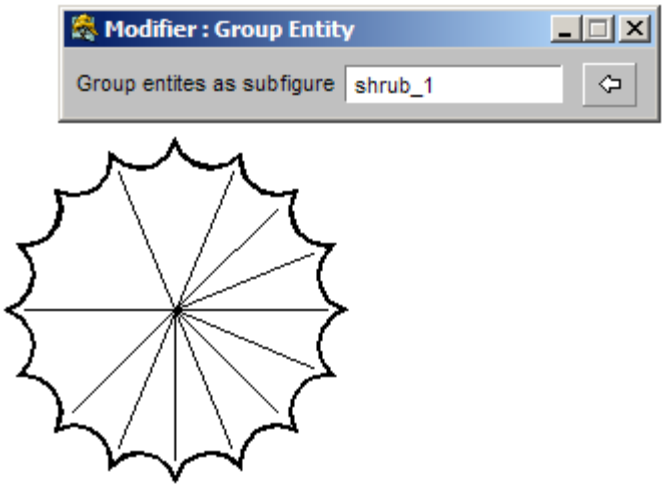
To use this tool:

1. Click on the tool (shown above) to open the modifier.

2. Name the group— this name must be a unique name, not previously used for a group or a figure, even though the name itself has no relevance.

3. Select the items to be grouped together by clicking on them or using a selection window and then right click to end the selection process.

4. The prompt line will be asking for a **location defining the origin of the group** which is the main grip point of the grouping—which is done with a click usually in the center or at a corner.

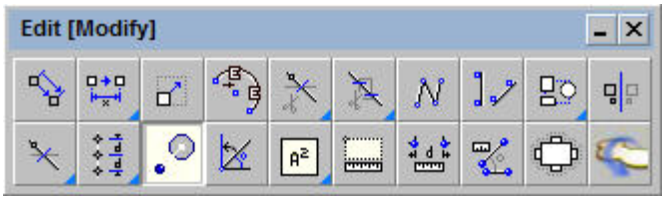


Rotating Objects

There are two rotate tools in DynaSCAPE Design—the **Rotate object around a location** tool and the **Rotate objects by angle (move, copy or multiple)** tool. Both tools allow you to rotate objects on the drawing however, each works in its own way.

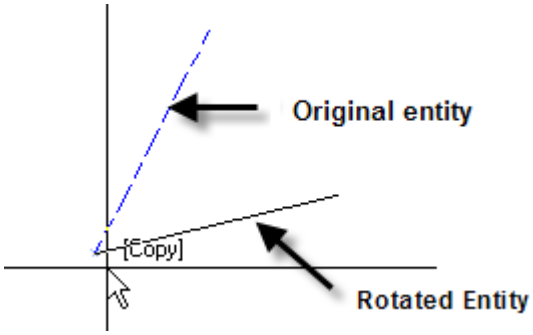
Rotate object around a location

This is a 'freehand' rotate tool and can be used with or without the COPY toggle turned on.



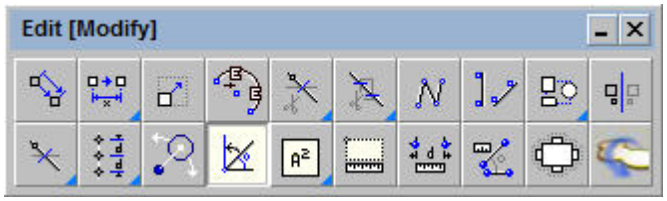
To use this tool:

1. Turn the Copy toggle off if you do not wish to keep the original object
2. Select the entities to be rotated by clicking on them or using a selection window. Right-click to end the selection process.
3. Select a location to rotate around
4. Move the mouse away from the rotate point and in the direction you wish to rotate the entities
5. Click to place the rotated entities on the drawing



Rotate objects by angle (move, copy or multiple)

This tool gives you more control than the first rotate tool. With this tool you can set the actual rotation angle that the objects will be rotated by. In addition, you can also set the number of times the object will be copied at intervals equivalent to the angle you set. This is a great tool for creating curved steps or rock walls.



To use this tool:

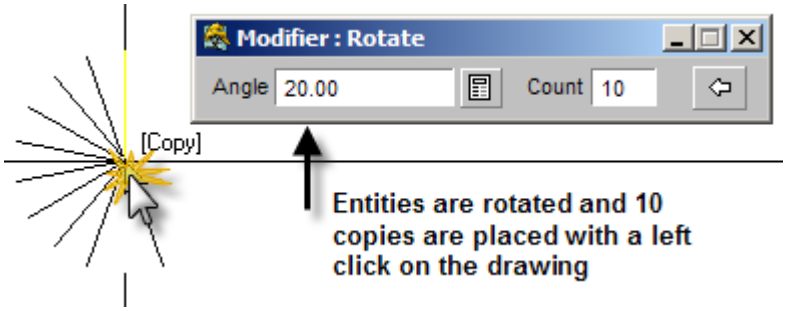
1. Click on the tool (shown above) to open the modifier

2. Turn the Copy toggle On if you wish to keep the original objects in place.

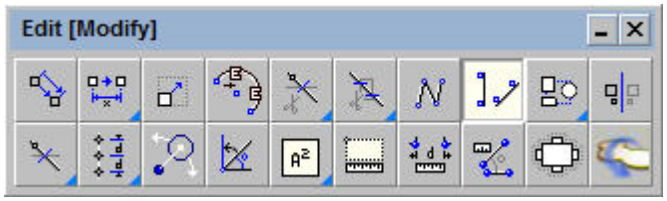
3. In the modifier set the angle and the number of copies. For example if you want 10 lines to be drawn every 20 degrees, enter 20 for the angle and 10 for the count. When the values are entered press the **[spacebar].**

4. Select the entities to be rotated by clicking on them or using a selection window. The entities will be highlighted blue. Right-click to end the selection process.

5. The entities will automatically be rotated but you will need to use the mouse to set the rotation of the entities. Move your mouse away from the object to control the location of the rotated objects. Click to place the entities on the drawing. You can use the inference settings here if required.


Modifier : Rotate
Angle 20.00
Count 10
[Copy]
Entities are rotated and 10 copies are placed with a left click on the drawing

Aligning Objects to Another Line or Object



This align tool allows you to take objects on the drawing and align them to lines or other objects. A good example of this tool is seen in the **Raster** exercise in the Tutorial Chapter.

To use this tool:

1. This tool requires a line or object to align the objects to. If you are trying to rotate your drawing so that key elements are sitting square on the drawing page, draw a line with the line tool using your constraints (alternatively an existing line in the drawing can be used i.e. using a fence line to align a shed to)

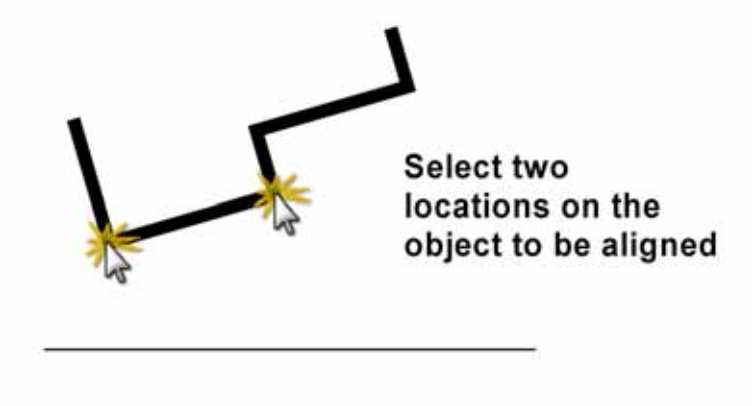
2. Select the **Align objects to another line or object** tool

3. Turn the Copy toggle Off in order to Move the object(s) as opposed to making a copy of the original

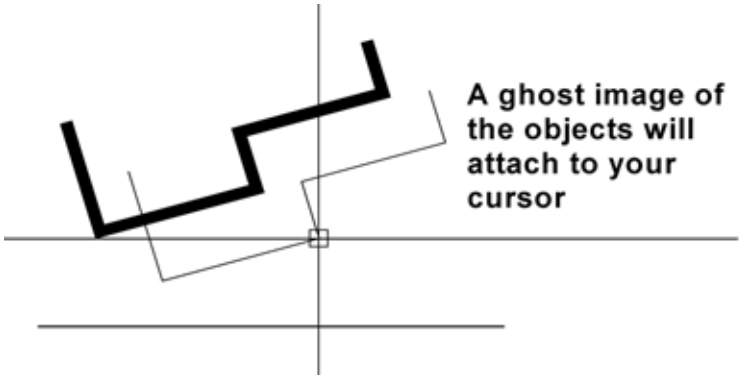
4. Click or use a selection window, to select all the entities to be aligned and right-click to finish

5. Using the inference settings, select two locations within the objects selected to be aligned. These two locations should be on one of the lines on the key

elements within the object that need to be aligned. Once these two points

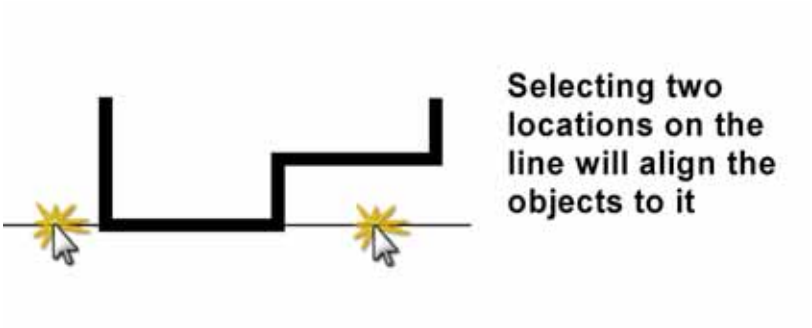


are located a ghost image of all the selected entities will be attached to the cursor

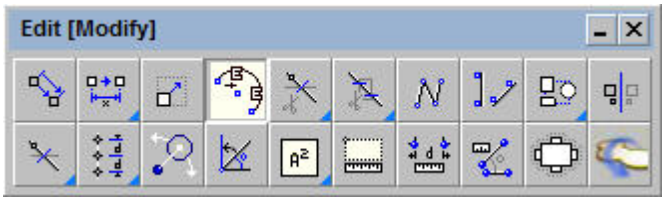


6. Using the inference settings, select two locations on the line you wish to align the objects to (the line drawn in Step #1 or an existing line). The ghost

image of the items on the cursor will rotate and the items will snap exactly to this location.



Offsetting Figures Along an Existing Line



The offsetting figures along a line tool is a useful tool for creating hedges, soldier courses and other landscape items that require a continuous line or pattern of materials. This tool takes a library figure and spaces it equally along a path (such as a line, polyline, circle, rectangle, etc.) at a defined distance. The tutorial in this guide uses this method for the drawing of a boxwood hedge.

To use this tool, follow the example of drawing a row of 3' shrubs on a 20' line:

1. On a drawing, create a path by drawing a 20' line. Select a 3' flowering shrub symbol and insert the symbol somewhere on the drawing but *not* on top of the line just drawn. This will be a reference symbol that will be erased in the end

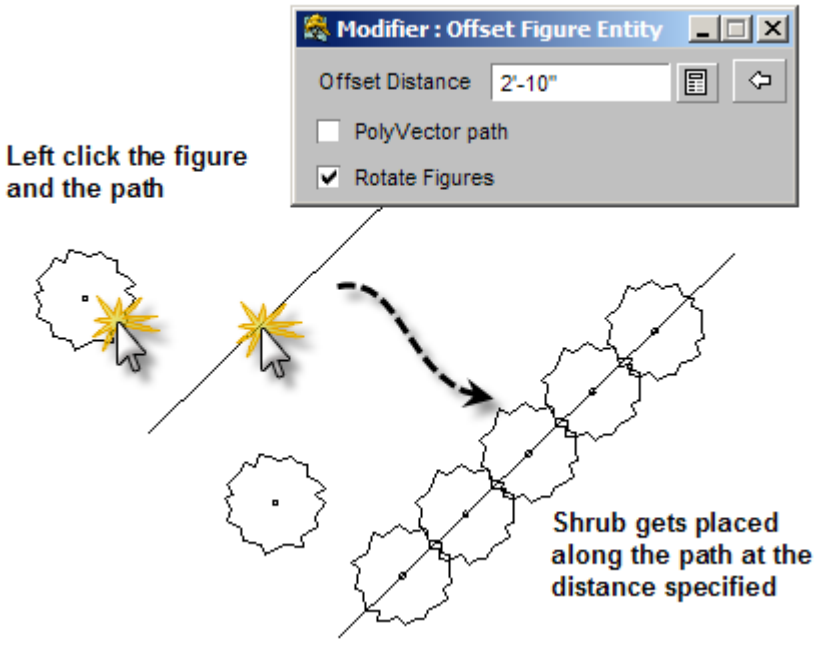
2. Click on the tool (shown above) to open the modifier

3. Enter 2'-10" into the modifier. Leave the **Rotate Figures** box checked (this will rotate the figures and align them parallel to the path) and the **PolyVector Path** can remain unchecked (since we have already created the path by drawing the line)

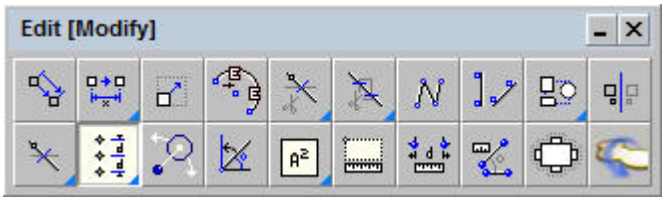
4. Select the figure to offset by clicking on the shrub symbol

5. Select the path by clicking on the line.

6. The shrub will automatically snap to the line along with as many copies as will fit on the line, with the center of each shrub being 2'-10" apart.


Modifier : Offset Figure Entity
Offset Distance
2'-10"
PolyVector path
Rotate Figures
Left click the figure and the path
Shrub gets placed along the path at the distance specified

Inserting Points Along a Line



Insert Points Along a Line at an Absolute Increment

The **Insert points along a line at an absolute increment** tool allows you to insert points along an entity (line, circle, rectangle, etc.) at a specific distance. This tool is useful for showing items such as fence posts.

To use this tool:

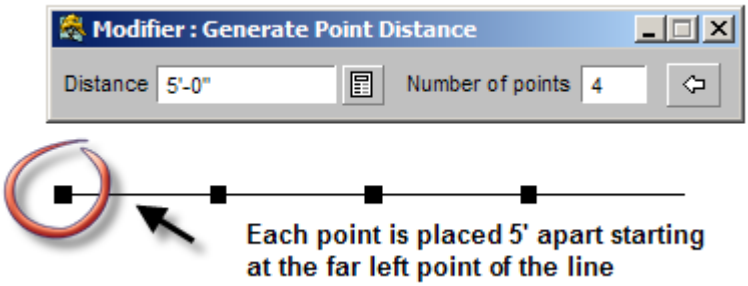
1. Draw a 20’ line in layer that has a thin line width e.g. **Plantbed Layer** and press **[E**sc].

2. Switch to a layer that has a thicker line width e.g. **Building Layer.**

3. Click on the tool (shown above) to open the modifier.

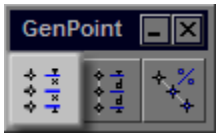
4. Enter a distance of 5’ and the number of points to 4. In the end we will have four points on the line, five feet apart.

5. Left and right-click on the path(s) were the points will be placed and the points will automatically be added



Insert Equally Spaced Points Along a Line

The **Insert equally spaced points along a line** tool, nested under the previous tool, allows you to choose the number of points that are to be placed equally spaced on a line



To use this tool:

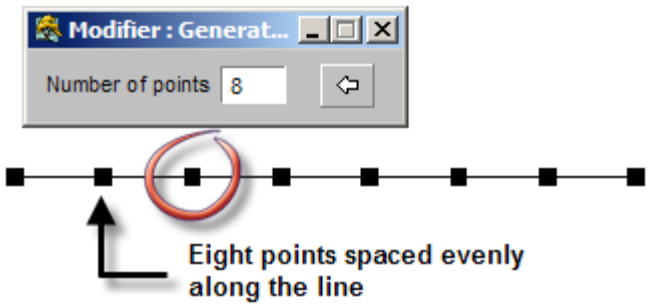
1. Draw a 20' line in a layer that has a thin line width e.g. **Plantbed** and press **[Esc].**

2. Switch to a layer that has a thicker line width e.g. **Building Layer.**

3. Click on the tool (shown above) to open the modifier.

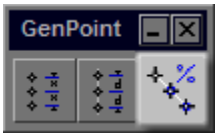
4. Enter eight as the number of points. In the end we will have eight points spread evenly along the line.

5. Left-click on the path(s) were the points will be placed and then right-click— the points will automatically be added.



Insert Points Along a Line Using a Percentage Increment

Also nested under the previous tool, the **Insert points along a line using a percentage increment** tool works similar to the tool above however, instead of setting a distance, a percentage is set as the spacing between points.



To use this tool:

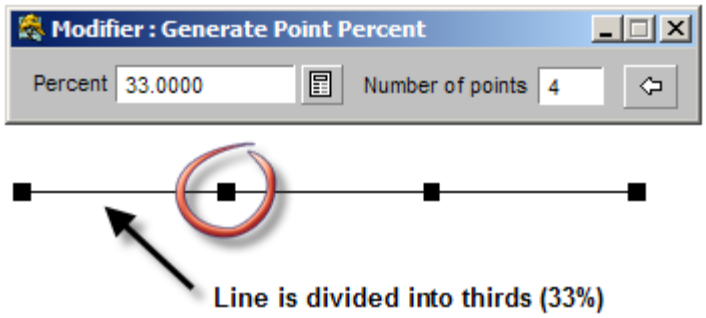
1. For an exercise, draw a 20' line in the **Plantbed** layer and press **[esc]**

2. Switch to the **Building layer**

3. Click on the tool (shown above) to open the modifier

4. Enter a percentage of 33 (to break the line into thirds) and the number of points to 4. You will create three equal sections of lines between points

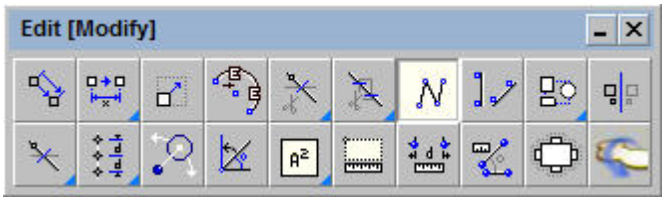
5. Left-click and then right-click on the path(s) were the points will be placed. The points will automatically be added to the line



Points Tip

The size of the point entered onto the drawing is determined by the line weight of the layer selected so it is generally a good idea to select a layer which has a heavier line weight then the layer in which the path is drawn on. For example, if you are going to show fence posts, it would be a good idea to select the building layer (which has a six inch line weight) to show the posts on top of the fence layer as we did in the above examples.

Joining Lines to Make Polylines



Joining Contiguous Lines and Arcs

This tool is used when separate lines are inserted into a drawing as individual segments and you wish to connect them together as a polyline. An example of when this tool can be used is when creating the building lines using the line tool—see the tutorial chapter in this guide for drawing the building outline.

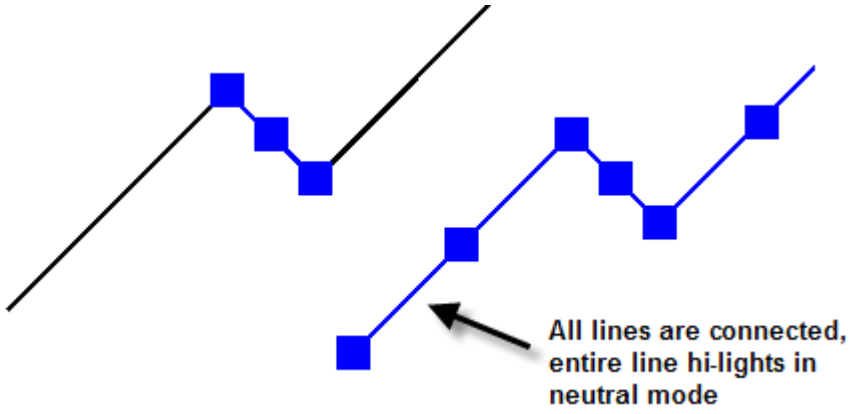
Lines that are to be joined *must* be contiguous (meeting end-to-end).

To use this tool:

1. Select the tool (shown above)

2. Click on the lines to be joined—if there is more than two lines to be joined, they must be selected in succession, starting at one end. As the lines are selected they will highlight blue

3. When all lines are selected, right-click to complete the procedure.



If the lines do not join it will be because they either do not meet end-to-end or they were not selected in the correct order.

Trimming and Extending Tools

The Edit toolbox in DynaSCAPE Design includes two trim tools, however nested beneath these tools are a number of other trim tools. This section reviews each of these trim tools and their uses.

Trim (clip) Lines to Closest Intersections

This is the most common and easy to understand of all the trim tools. However, there is also modifier panel with a Trim Alternate Segments option. This option is most useful when creating custom details such as wood lattice and pergolas etc.

To use this tool:

1. Click on the tool (shown above)

2. Click on the section of line (or other entity) to be trimmed (clipped)—note that the entire line (entity) will be highlighted blue.

3. Right-click to complete.

Trim Using Alternate Segments

In the modifier panel check the **Trim Alternate Segments** toggle. Click on the portion(s) of line to be removed then right-click. This will remove every other segment of line between intersections of other lines that cross it.

Trim or Extend Lines

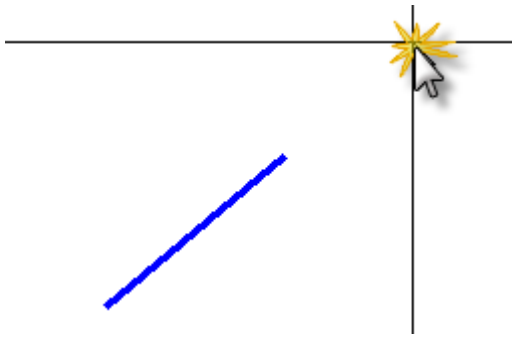
This is a very commonly used tool that is also very easy to understand and use. This tool is used to trim or extend selected lines or polylines to a selected location. Like most trim tools you can select more than one line to trim or extend at one time.

To use this tool:

1. Click on the tool (shown above)

2. Click on the line(s) which are to be extended and right-click to end the selection process. Be sure to select the end of the line to be trimmed or extended

3. Move the mouse to the desired new location and click (the line can be made both longer or shorter)



Trim or Extend Lines to Form a Corner

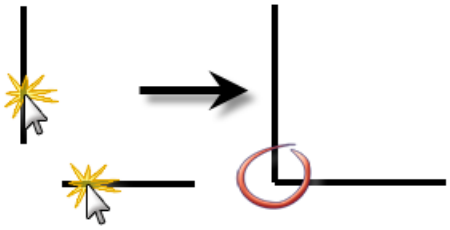
This very useful trim tool will both extend (add length) and trim two lines to a corner intersection. This tool also can make use of the 'fence' option to quickly select the two lines to be trimmed or extended to each other.

To use this tool:

1. Click on the tool (shown above)

2. Click on lines which are to be brought together at a corner - the lines will highlight blue.

3. Right-click and the lines will extend or trim to form a corner. If the lines will not extend it is because one of the line is a polyline. Polylines must be first exploded to extend with this tool.



Click on both lines and then right-click to form a corner

Trim Between Selected Lines

This is another little known tool that has its uses in certain situations. This trim tool allows you to trim lines or polylines between two other lines or polylines, and you can specifically choose which lines you wish to trim to. This tool works with both lines and polylines.

To use this tool:

1. Click on the tool (shown above)
2. Click on the lines which are to be trimmed—they will highlight blue
3. Right-click to end the selection process
4. Click the lines you wish to trim between
5. Right-click to complete the trim process

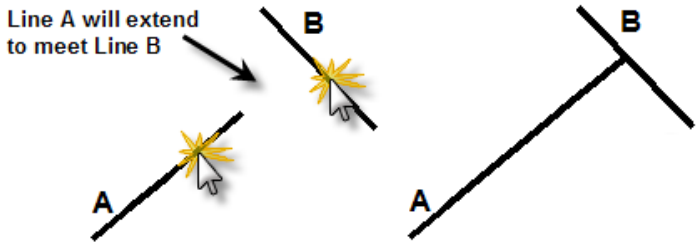
Trim or Extend Lines to Another Line

This is another very useful trim tool. This tool also has the ability to both extend (add length) and trim lines, however polylines will not extend unless they are exploded. This trim tool allows you to select the line(s) that want to trim or extend and the line to which you want to trim or extend to (the extend to line does not have to be perpendicular and it can be a curve or a polyline).

To use this tool:

1. Click the tool (shown above)
2. Click on the line(s) which are to be trimmed or extended—the lines will highlight blue
3. Right-click to end the selection process

4. Click on the line to which the line(s) selected in the step above is to be extended to and then right-click. If the lines will not extend it is because they are polylines. Polylines must be first exploded to extend with this tool



Trim (shorten) Lines by a Specific Distance

This seldom used trim tool allows you to shorten line(s) or polyline(s) by a specific distance.

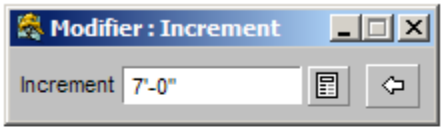
To use this tool:

1. Clicking on the tool (shown above) will open the modifier box.

2. Set a specific length by which you want to shorten your line(s) or polyline(s) by.

3. Click on the line to be shortened—the line will highlight blue.

4. Right-click to complete the process.



Trim or Extend Lines to a Specific Length

This is a seldom used tool allows you change the length of line(s) or polyline(s) to a specific length.

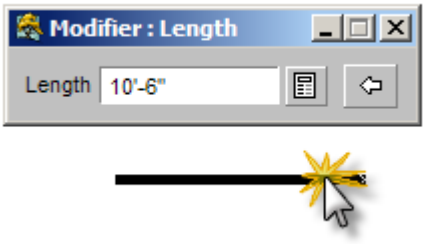
To use this tool:

1. Click on the tool (shown above) to open the modifier.

2. Set a specific length by which you want to change your line(s) or polyline(s). This tool will both shorten and extend any type of line to the length you choose—making the line a set length.

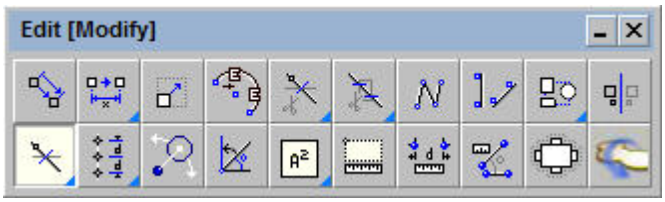
3. Click the line you want to set the length of. Make sure you click on the end of the line you wish to change. The line will highlight blue.

4. Right-click to end the process.


Modifier : Length
Length
10'-6"

Break (Divide) Tools

Breaking (Dividing) Lines



The break tools allows for a line or object to be taken and broken into separate the selection pieces. One break tool is visible in the Edit toolbox however there are a number of additional tools nested underneath.

Break Lines at Closest Intersection

This tool allows for a line or object to be broken at the point in which it is intersected by another line or object.

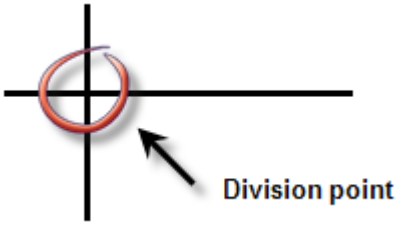
Lines and objects can be broken at one point, or if intersected at multiple locations can be broken into multiple sections by using the modifier panel option (**Divide all segments**).

To use the tool:

1. Click the tool (shown above).

2. Click on the line which is being broken- there must be a line or other entity (other than a figure) intersecting the line to be broken, where these entities intersect will be the division point.

3. Right-click ends the circumstance selection process and finished the command. The result is two lines broken at the intersecting point.

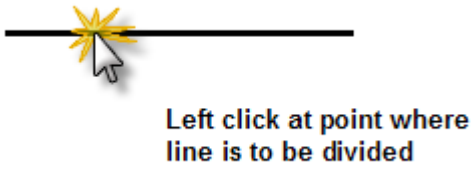


Break Line at a Location

This tool allows a line to be broken at a specific location. This is useful when no other lines intersect the object or when you want the line to be broken at a certain location.

To use this tool:

1. Click the tool (shown above) to activate the command.
2. Click the line or object which is to be broken—it will highlight blue.
3. Right-click to end the selection process.
4. Click again at the point at which the line is to be broken.



Break Two Lines at Corner Intersection

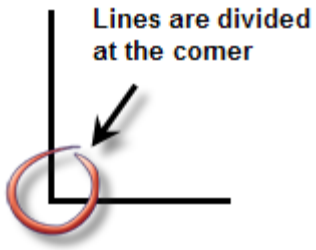
This tool works much like the trim tool by the same name. Two lines that overlap one another are broken into four lines where the lines intersect.

To use this tool:

1. Click the tool (shown above)

2. Click the two lines which are to be broken at the corner.

3. Right-click to end the command.



Break Lines Between Selected Lines

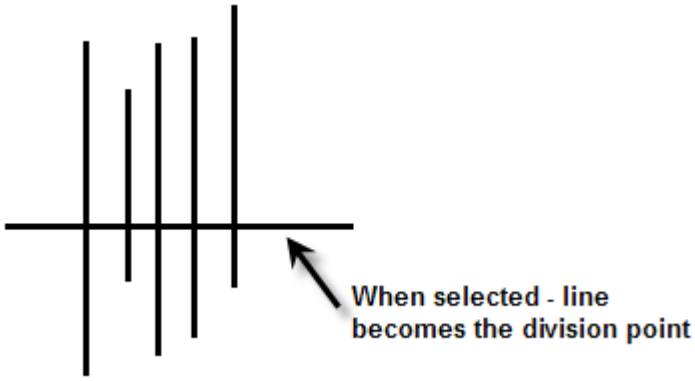
This tool allows for lines or objects to be broken at a specified intersecting point.

To use this tool:

1. Click the tool (shown above)

2. Left and right-click on the lines to be broken.

3. Left and right-click on the cutter edge to be used as the division point.



Break Line(s) at the Intersection of Another Line

This tool works like the trim tool of the same name. When two entities intersect one another they can be broken at the closest point to the intersecting entity selected.

To use this tool:

1. Click the tool (shown above)

2. Left and right-click on the entity to be broken

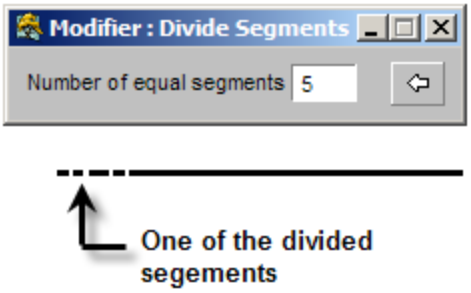
3. Left and right-click on the entity at which it is to be broken

Break Lines Into ‘n’ Number of Equal Segments

This tool allows an entity to be broken into a set number of segments.

To use this tool:

1. Click on the tool (shown above) to open the modifier.
2. Specify the number of segments to break the entity into
3. Click on the entity to be broken
4. Right-click to end the process



Break Lines at an Incremental Distance

This tool allows an entity to be broken into segments that are a set length.

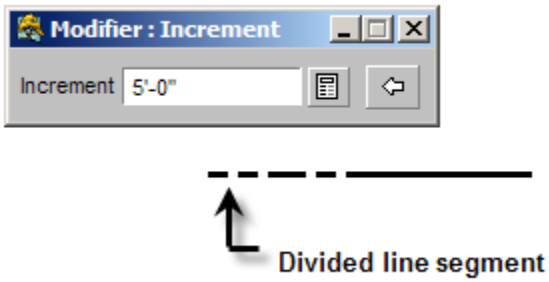
To use the tool:

1. Click to open the modifier.

2. Enter the desired length of the line segments.

3. Click the entity to be broken.

4. Right-click to complete the process.



Break Lines at a Specific Length

This tool allows a line to have the end portion broken off at a set length.

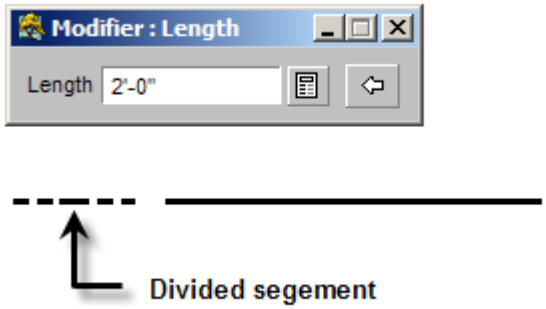
To use the tool:

1. Click on the tool to open the modifier.

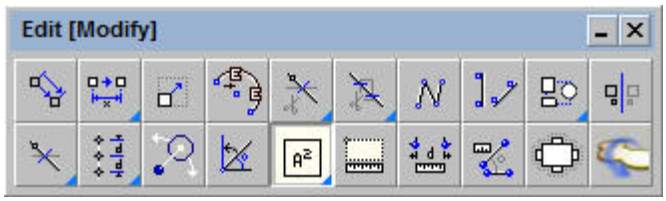
2. Enter the value for the broken length

3. Click the entity to be broken

4. Right-click to finish the process.

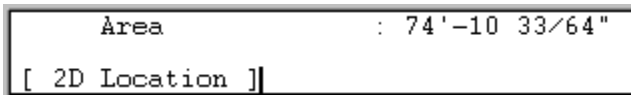

Modifier : Length
Length
2'-0"
Divided segement

Area Measuring Tools



In the **Edit** toolbox in DynaSCAPE there is only one area calculation tool visible. However, there are three area calculation tools available. Two other area calculation tools are *nested* beneath the visible tool—giving you more calculating options. These tools will allow you to calculate the total area measurement within a location.

When you are using these tools, the final measurement is displayed in the CLI so you must have the CLI open (to at least three rows high) in order to view the measurement result. You can turn on and off your CLI by holding the **[Shift]** key and then pressing the **[Tab]** key.



All of these tools are also available in the hardscape and softscape labeling panels in which case they are used for material take-offs.

Measure Area by Drawing a Closed Polyline

This tool allows you to use your mouse to click around an area in order to calculate the area. Using the **[Shift]** key will allow you to be more accurate when "tracing" around an area in which you want to calculate the area.

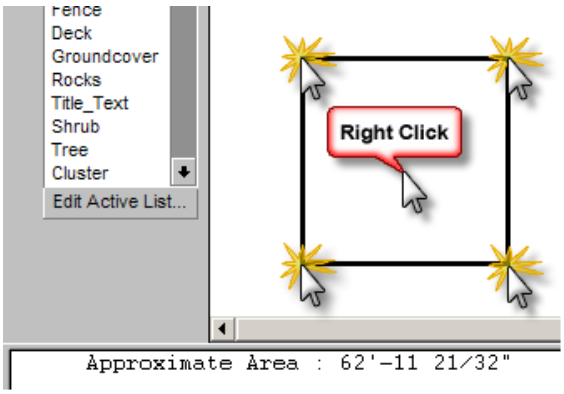
To use this tool:

1. Click on the tool (shown above)

2. Use the mouse to click around the area to be measured. Using the inference settings will help to ensure accuracy

3. Once you have 'traced' around the area, right-click to end the process.

4. The result will be displayed in the CLI.



Measure an Enclosed Area by Selecting the Boundary

This tool allows you to click on the boundary line (i.e. closed polyline) surrounding an area for which you wish to calculate the area.

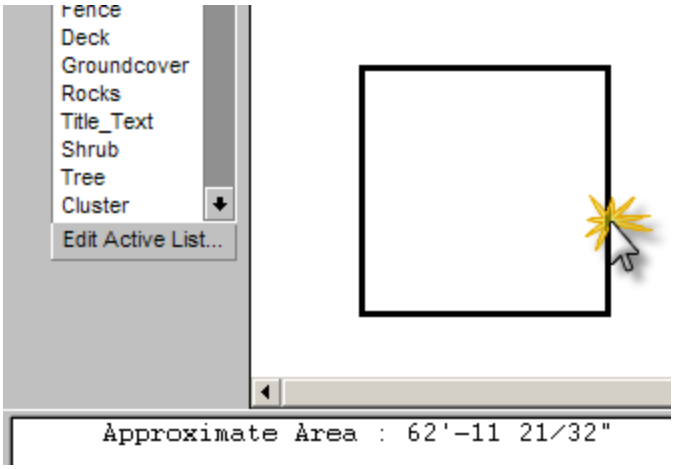
To use this tool:

1. Click on the tool (shown above)

2. Use the mouse to click on the line defining the area to be measured (i.e. a closed polyline, rectangle circle, etc.)—the line will highlight blue.

3. Right-click to end the process.

The result will be displayed in the CLI



Measure an Enclosed Area by Selecting an Interior Location

This tool allows you to (left) click in the center of an area you wish to calculate the area for and DynaSCAPE will find the bounding area (this may not work in all cases if lines surrounding the area do not meet and/or overlap).

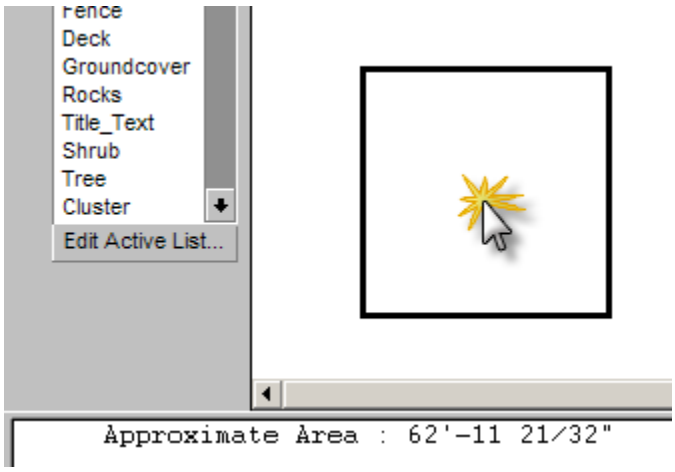
To use this tool:

1. Click on the tool (shown above

2. Use the mouse to click in the center of the area to be measured (i.e. a closed polyline, rectangle circle, etc.)—the line will highlight blue.

3. Right-click to end the process.

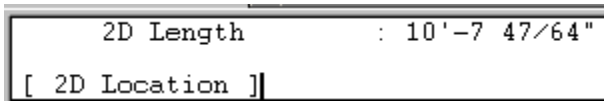
4. The result will be displayed in the CLI.


Fence
Deck
Groundcover
Rocks
Title_Text
Shrub
Tree
Cluster
Edit Active List...
Approximate Area : 62'-11 21/32"

Length Measuring Tools

In the Edit toolbox in DynaSCAPE there are two linear measuring tools. These tools are used to measure the length, or *perimeter* of a line or object. As well, the linear measuring tools can be used to determine the distance between objects.

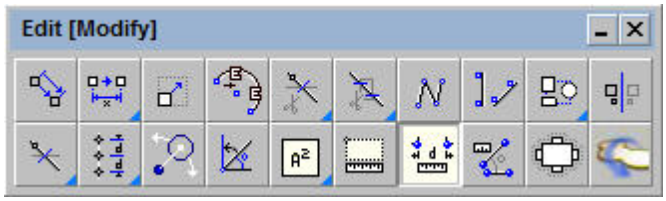
When you are using these tools, the final measurement is displayed in the CLI so you must have the CLI open (to at least three rows high) in order to view the measurement result. You can turn on and off your CLI by holding the **[Shift]** key and pressing **[Tab]**.



All of these tools are also available in the hardscape and softscape labeling panels so they can be used for material take-offs.

Measure the Distance Between Two Locations

This tool allows you to select two locations in a drawing (i.e.: two points on a line) and determine the distance between the points. This is especially useful to determining how far a tree is from the house when you don't want to lay a dimension line on the drawing. Using the 'Shift' key to find exact locations (i.e.: end, midpoint, origin, etc.) will ensure accuracy.



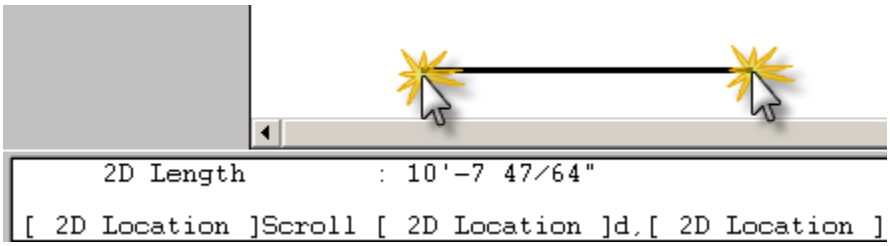
To use this tool:

1. Click on the tool (shown above)

2. Click at one end of the line or entity to be measured—use the inference settings to ensure accuracy.

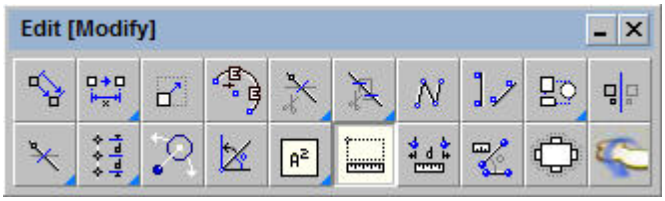
3. Click at the other end of the line or entity being measured. Again the inference settings will ensure accuracy.

4. The result (measurement) will be displayed in the CLI.



Measure the Length or Perimeter of Selected Lines

This tool allows you to click on a line and measure the entire length of the line.



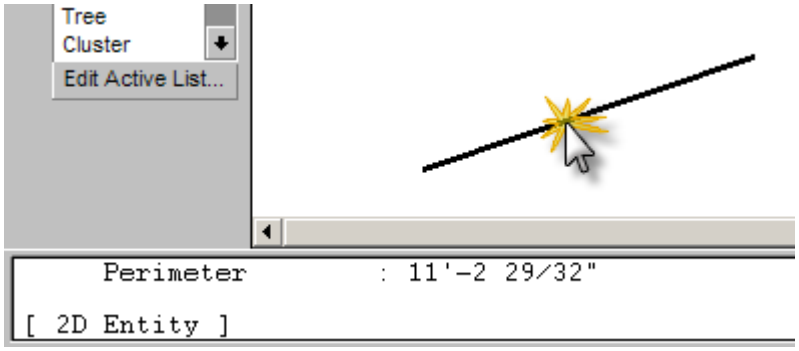
For instance if you have drawn a rectangle DynaSCAPE Design will calculate all the lengths of the lines that make up the rectangle and give you an overall length.

To use this tool:

1. Click the tool (shown above) to activate the command.

2. Click on the line to be measured, it will highlight blue.

3. Right-click to end the selection process. The measurement will be displayed in the CLI.

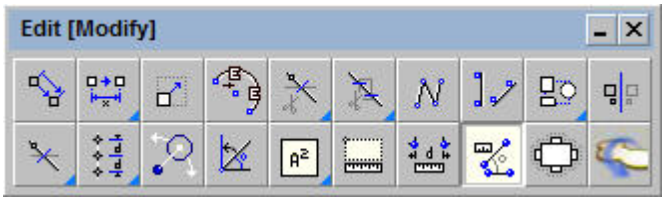

Tree
Cluster
Edit Active List...
Perimeter : 11'-2 29/32"
[2D Entity]

Measuring Angles

There is one tool in the Edit toolbox for measuring the angle between two lines.

Measure the Angle Between 2 Lines

This tool was added to the Edit toolbox with version 4.3



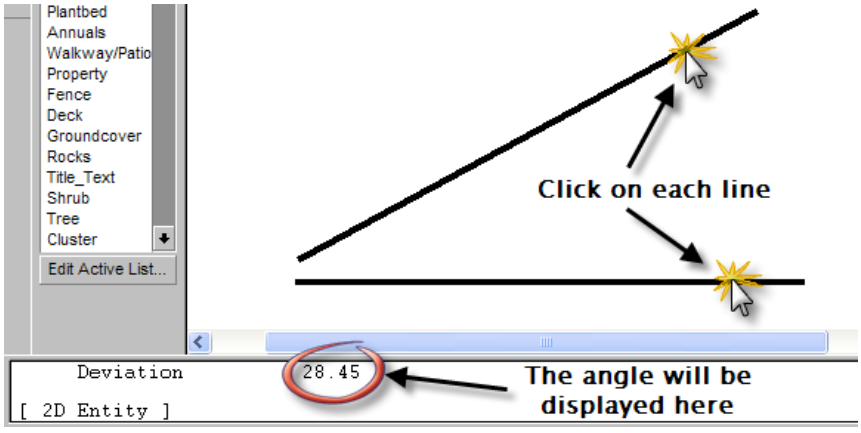
This tool could be used to measure the angle of a deck or patio to determine the angle to set a pattern at.

To use this tool:

1. Click on the two lines you wish to measure the angle between.

Note: This tool will only measure the angle of lines. It cannot measure the angle of polylines or arcs. To measure polylines (not curved polylines) you must first explode them (See Exploding Objects into Individual Lines and Arcs in this chapter)

2. The angle will be displayed in the CLI below.



Dimensioning Tools

DynaSCAPE drawings can be fully dimensioned quickly and easily using a combination of the seven Dimension tools. DynaSCAPE also has a Dimensioning Mode (DIM Mode) that will turn off all your softscape elements allowing you to very quickly identify the various hardscape elements you wish to display for construction layout. Dimensions can be made in either Imperial of Metric settings.

Important:

You will notice that while dimensioning, moving your mouse DynaSCAPE will automatically give a dimension of the exact location of your mouse. Using the inference settings will allow the dimension to be most accurate.

Insert a Linear Dimension

This tool can be used for any linear dimension at any angle.

To use this tool:

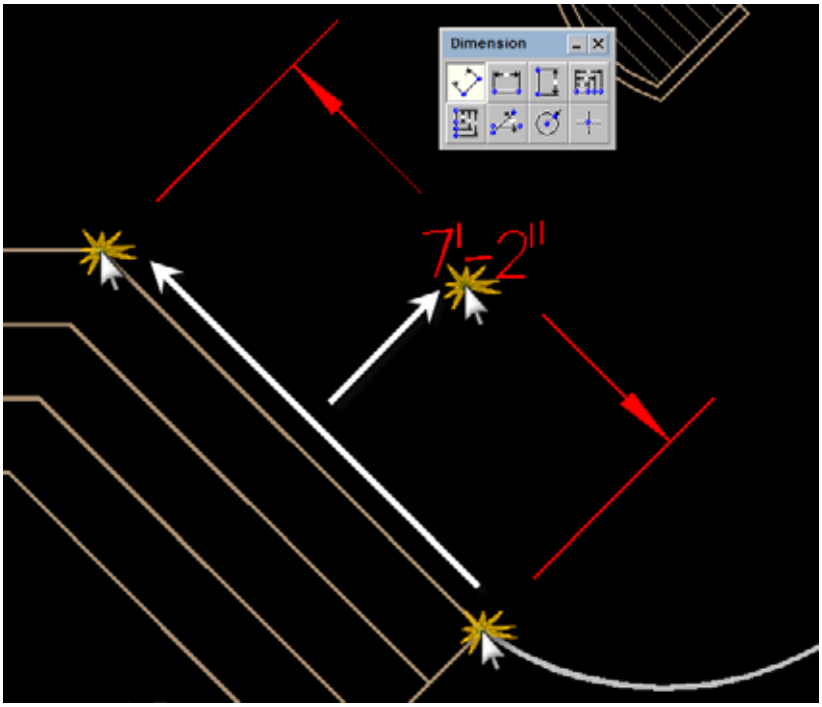
1. Click on the tool (shown above). Right-clicking or double clicking will open a modifier. The modifier is only used to override the dimension value determined by DynaSCAPE

2. Click the first location you wish to measure the distance from. Use the inference settings to ensure accuracy.

3. Click on the second location you wish to measure. Notice as you move the mouse you will see the dimension appear.

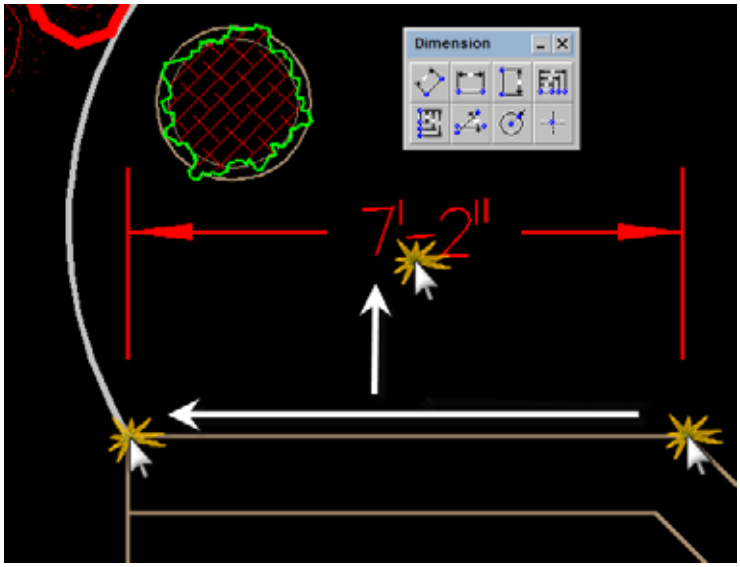
4. After defining both locations, move the mouse away and perpendicular from those points to set the location of the dimension and click.

5. Once the dimension is in it's final location, right-click to end the process.



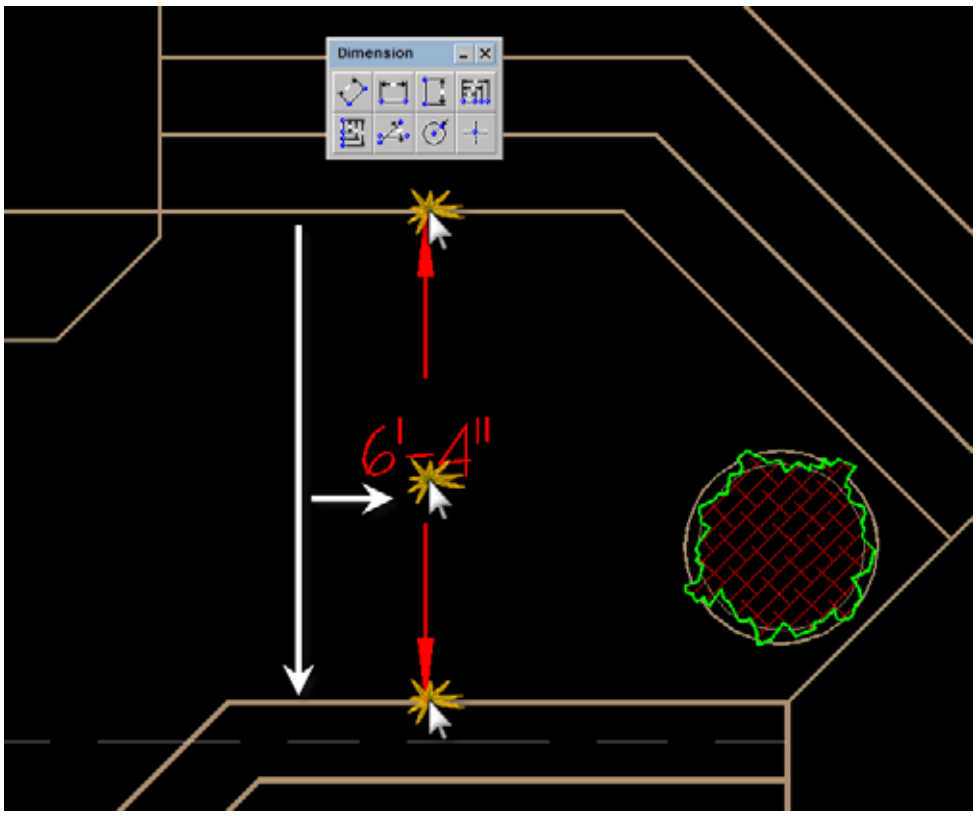
Insert a Horizontal Dimension

This tool is strictly used for horizontal dimensioning. The process for using this dimension tool is the same as the linear dimension tool.



Insert a Vertical Dimension

This tool is strictly used for vertical dimensioning. The process for using this dimension tool is the same as the linear dimension tool.



Insert a Horizontal Baseline Dimension

This tool is used for inserting multiple horizontal dimensions in which all dimensions are taken from the same start location

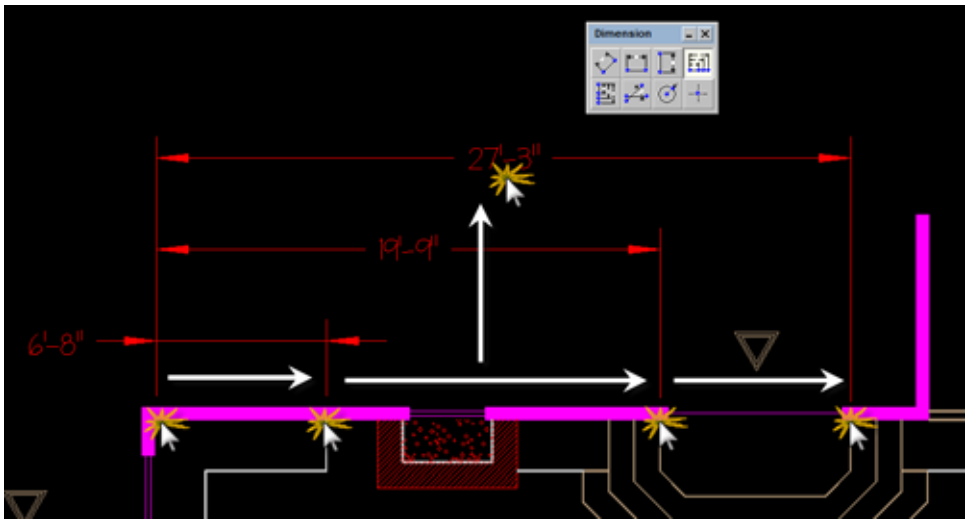
To use the tool:

1. Click on the tool (shown above). Right-clicking or double clicking will open a modifier. The modifier is only used to override the dimension value determined by DynaSCAPE

2. Click at the start location for the dimensions and continue Clicking at the end of each segment you wish to dimension.

3. Once all dimension points have been set, right-click to end the process.

4. Move your mouse to set the location of the dimensions and click to set



Insert a Vertical Baseline Dimension

This tool is used for inserting multiple vertical dimensions in which all dimensions are taken from the same start location

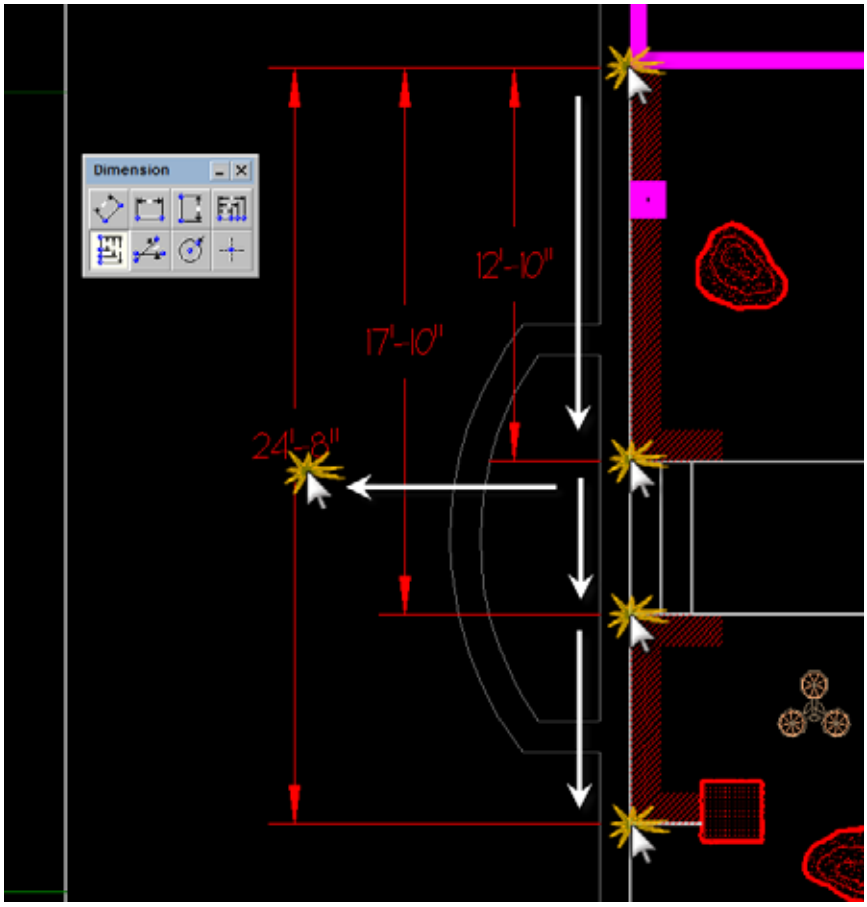
To use the tool:

1. Click on the tool (shown above). Right-clicking or double clicking will open a modifier. The modifier is only used to override the dimension value determined by DynaSCAPE

2. Click at the start location for the dimensions and continue clicking at the end of each segment you wish to dimension.

3. Once all dimension points have been set, right-click to end the process.

4. Move your mouse to set the location of the dimensions and click to set.



Insert a Radius Dimension

This tool allows you to insert a dimension for the radius of an arc or circle. This tool can also be used on smooth polylines. The radius dimension measures the distance from the center of a circular entity to its perimeter.

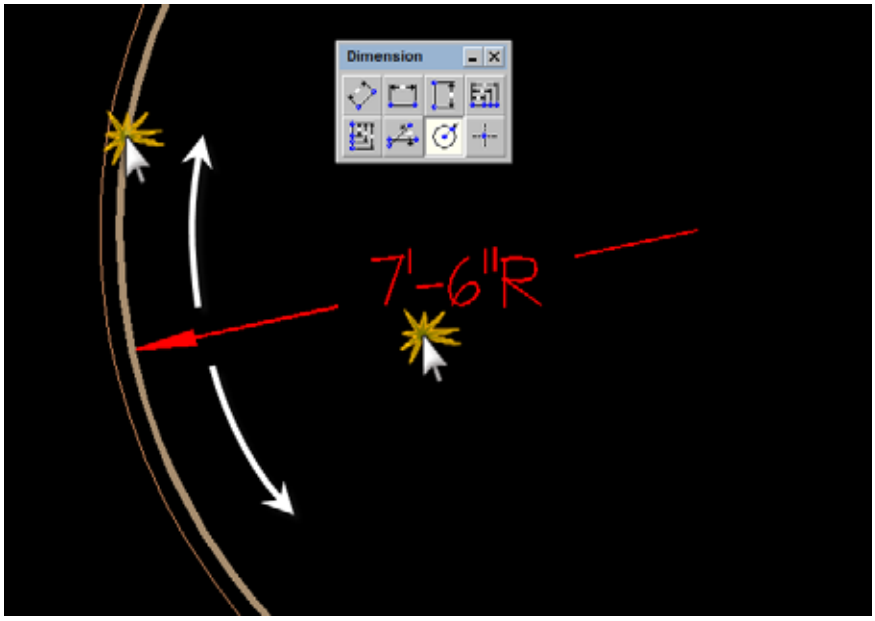
To use this tool:

1. Click on the tool (shown above). Right-clicking or double clicking will open a modifier. The modifier is only used to override the dimension value determined by DynaSCAPE

2. Simply Click on any radius, circle or smooth polyline

3. The dimension line and numeric values will automatically appear

4. Move your mouse until you reach a desired position and click. Right-click to complete the operation.



Dimensioning Tip

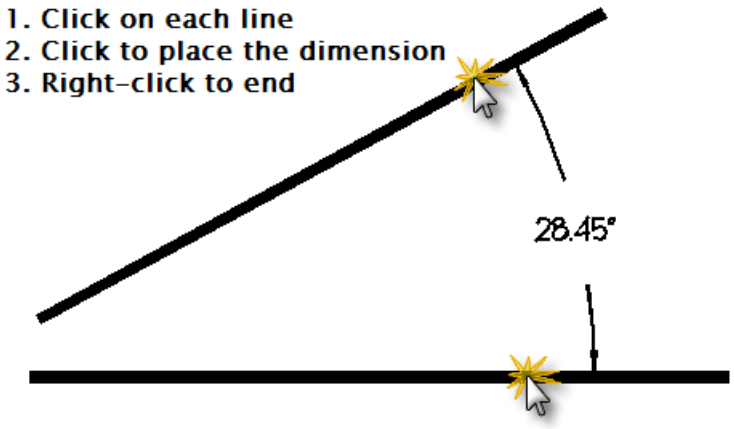
Since dimensioning a drawing is a very quick procedure it can be very useful to the design/ build contractor. A dimensioned drawing does not need to be printed to scale and as a result you can print it out on a reduced size of paper to hand out to your crews for installation. Simply dimension your drawing and hand out letter size sheets of all the areas to be built instead of handing out large format drawings.

Insert an Angle Dimension

This tool allows you to dimension the angle between two lines or polylines (not curved polylines).

To use this tool:

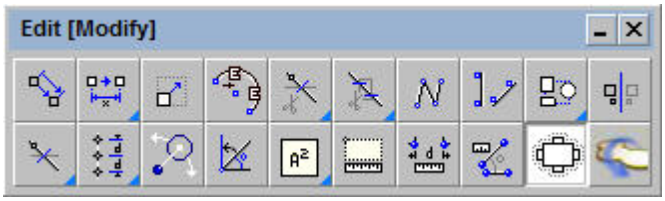
1. Click on the two lines you wish to dimension the angle between
2. Click where you wish to place the dimension and text
3. Right-click to end the process



Outline a Figure for Hatching

The Figure Outliner Tool creates an outline around any library figure that has the Color Setup layer built into it. This tool creates the outline on the Temp layer so you can use it to help with hatching around figures like furniture, vehicles, BBQ's etc.

The figure outline tool replaces the step to explode the figure first in **Option#2** of **Excluding Hatches/Section** from an Area on **page 6.57** in this Manual



To use this tool:

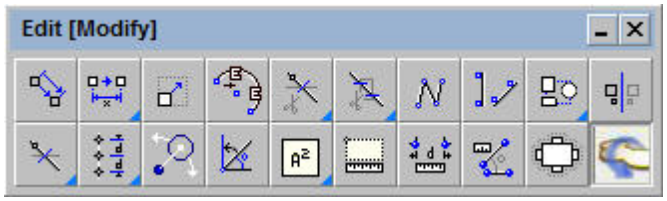
1. Left-click the Outline a Figure for Hatching

2. Left-click on the figure(s)

3. Right-click to end the process.

Uncluster a Figure

The Uncluster a Figure tool will separate the cluster into its individual entities.



To use this tool:

1. Left-Click on the Uncluster a Figure tool
2. Left-click on the figure(s)
3. Right-click to end the process

8

Deleting and Revising Entities

Topics covered in this chapter:

- ✓ Erasing objects
- ✓ Using the object grips
- ✓ Revising object appearances
- ✓ Revising text attributes

Erasing Objects

The Delete tool ("Delete entities") icon is found in DynaSCAPE on the Top Button Bar and is represented by an icon that looks like a recycle bin.

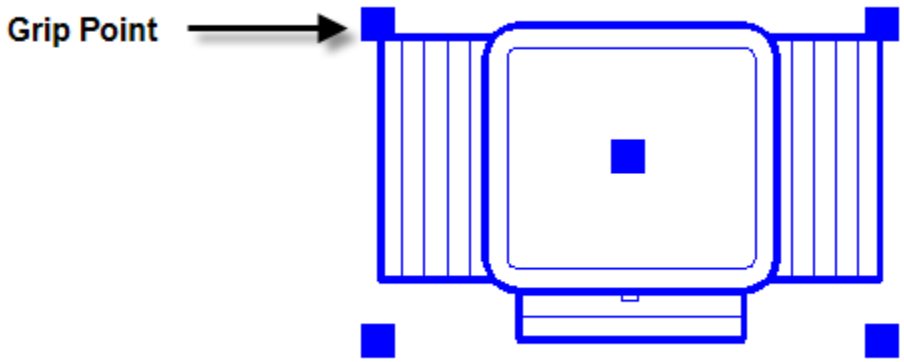
The Delete Entities Tool

To erase or delete an object, select the **Delete entities** icon, then Click on the object(s) to be deleted. When all the objects to be deleted have been selected, right-click to end the selection process and finish the command: the object(s) will disappear. Objects to be deleted can also be selected by using the selection window(s).

[Delete] or **[Del]** on the keyboard will **not** delete objects on the drawing. Instead, in DynaSCAPE the **[Del]** key on your keyboard functions as an *undo* command while working with a tool: that is, it will allow you to reverse the steps of a command as long as you have not right-clicked to finish the command.

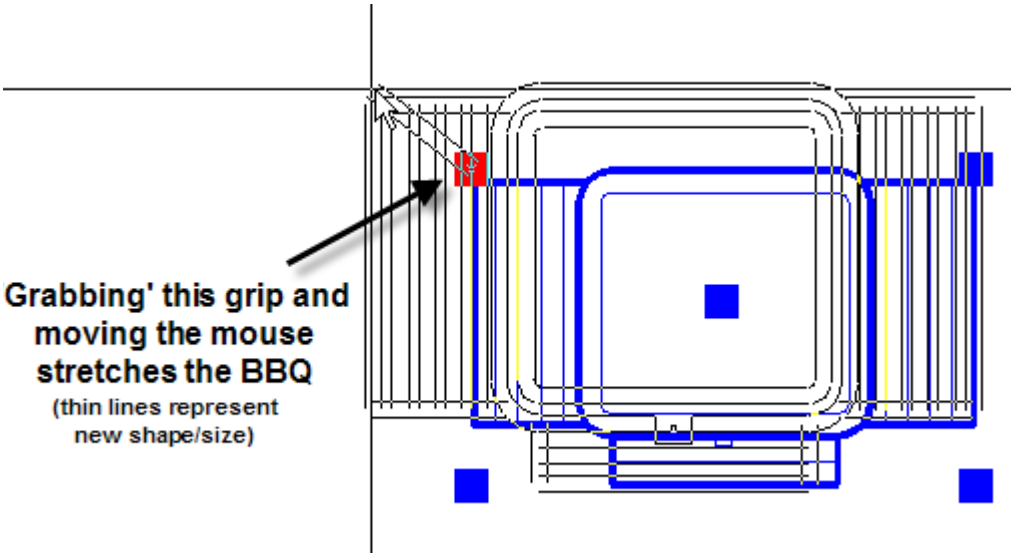
Object Grips

All entities placed in the drawing have *object* or *entity grips*. These grips can be used to change the location and/or appearance of the various objects drawn on the screen.



Stretching Objects Using Grips

Clicking on an entity reveals several square points called 'grips'. These grips can be used to manipulate the entity's location and shape, depending on the grip selected:



Lines and Grips

The end grips of a line allow it to be stretched, while the middle grip allows it to be moved.

Polylines and Grips

Polylines, although they may look like lines, behave differently, depending on the grip selected. The end grips of a polyline allow it to be stretched but the middle grip will not move the entire line. It will allow the line to be bent into an arc or allow the arc radius to be changed.

Text and Grips

Like lines, the end grips of text allow it to be stretched, while the middle grip allows it to be moved.

Figures and Grips

All library figures, including hatch patterns, will contain five grips: four perimeter grips and one center grip. The perimeter grips allows you to stretch the figure while the center grip allows you to move the figure.

Grip Tools: Move, Rotate, Resize and Mirror

Each grip contains four basic editing tools: Move, Rotate, Resize and Mirror. The following will show you how to access these tools:

1. To use the grips and these tools, you must be in neutral mode; that is, without a command being active (use **[Esc]** key). Once the grips are visible, click on one of them.

2. If you right-click once and you are now in the **Move** tool and the object will be attached to your cursor.

3. Right-click again and you are in the **Rotate** tool.

4. Right-click a third time and you are in the **Resize** tool

5. Right-click a fourth time and you will be in the **Mirror** tool

6. Right-click a fifth time and it will start all over again, unless the object is a figure. In the case of a figure, the fifth right-click will allow you to **Skew** the object.

Left-click at any time in any one of the tools to change the location, rotation, size or orientation of the object. Left-click on the grip again and follow these steps to get back to all the built in tools.

Grip Tools Exercise

The following exercise will show you an example of how to use the built in tools of the grips to make changes to an object such as a library figure:

1. Place a barbecue (BBQ) figure onto a drawing (found in the **ACCESSORIES** library in the **Figures Folder**). Press **[Esc]** and click on the BBQ to show its grip points.

2. The grip point in the center allows you to pick up the BBQ and move it to a new location.

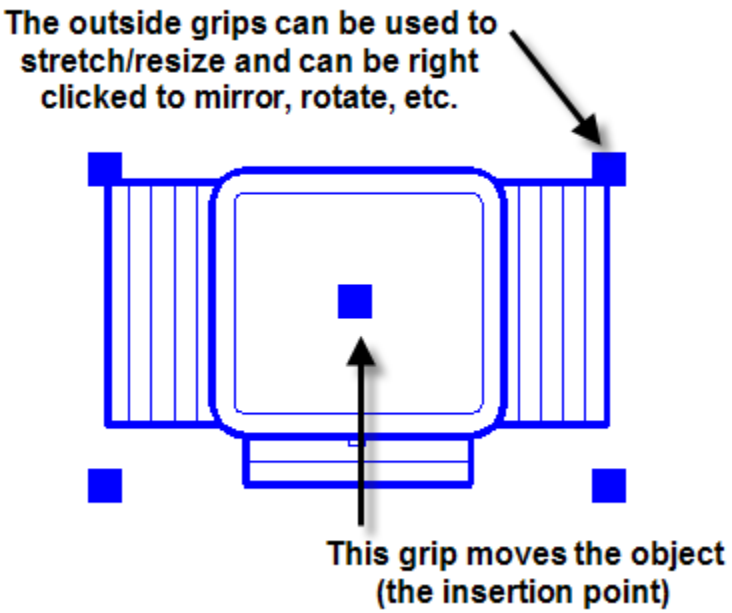
3. Clicking on any of the other grip points will allow you to stretch the figure. Right-click on an outside grip and the BBQ will attach to the cursor and will move with the cursor.

4. Right-click again and the BBQ will rotate around the grip point that was selected.

5. Right-click again and the BBQ can be rescaled.

6. Right-click again to mirror the BBQ.

7. A final right-click can skew the shape of the BBQ.


The outside grips can be used to stretch/resize and can be right clicked to mirror, rotate, etc.
This grip moves the object (the insertion point)

Revising Object Appearance and Settings

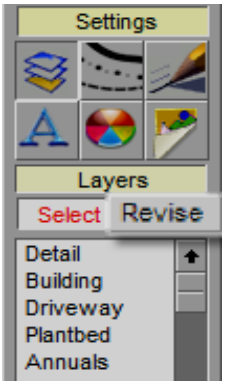
The appearance of objects can be revised. For instance, if a line is drawn in the wrong layer, it can be revised to the correct layer. Or, if a line is too heavy or too light, the weight of the line can be revised.

The appearance of **any** drawn or copied entity can be revised. However, objects such as figures and patterns cannot be immediately revised: they must first be exploded (see below). There are three methods for revising objects:

1. Using the Settings Tables
2. Using the Edit Entity Attributes panel and
3. Using the Revise Entity Attributes tool.

Revising Objects Using the Settings Tables

In the DynaSCAPE Sidebar Folder, under Settings heading, each of the Layers, Styles, Weights and Colors tables contains a corresponding Revise table, which is accessed by clicking the Revise toggle.



The Revise table allows you to change the appearance of entities on the drawing. For example, if a line was drawn in the Plantbed layer, rather than in the Driveway layer, the line can be changed. To do so, go to the Layers List and click the Revise button: the background of the Layers List will turn yellow. Next, select the layer to which you want to revise the line: it will flash blue quickly but will not remain highlighted. Next, Click on the line(s) to be revised, then right-click to complete selection and to finish the revise command. The line previously in the Plantbed layer will now take on the attributes (color, weight and style) of the Driveway layer.

Tips and Tricks...

With this method, multiple lines can be selected for revision at one time but only one setting can be changed at a time.

Alternatively, individual attributes of the layer can be revised in this way, for example, the Weight of the line can be increased or decreased.

The Color can also be changed, which is especially useful when using the "Print using entity display colors" output option (**File | Print | On the Print Drawing** panel select the **Color** tab).

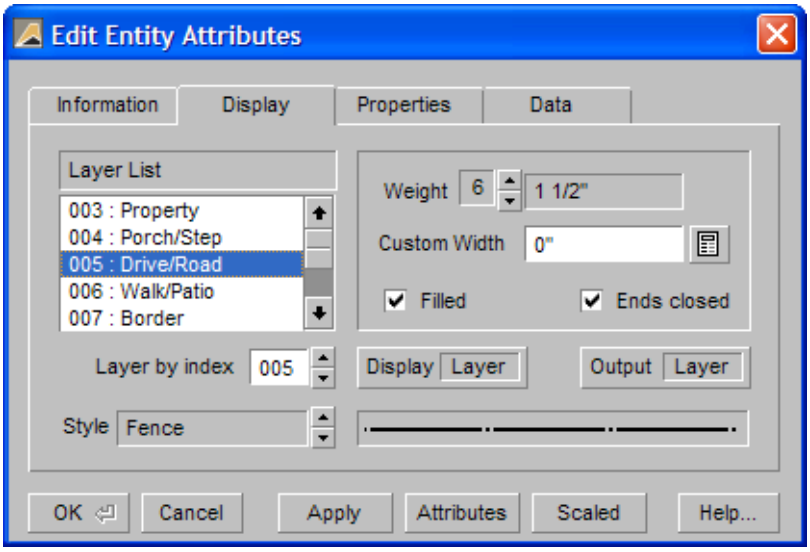
The Style of the line can also be changed from Continuous to Stitched to Gray-scale, etc. As mentioned above, each of these options has its own table, accessible by selecting the icon for the attribute, then clicking the **Revise** toggle. Select the new setting (for example, a new color, line style, etc.), Click to select the entity (or entities) to revise, then right-click to end selection and finish the revise command.

Revising Objects Using the Edit Entity Attributes Panel

The second method for revising an object's appearance is by opening the **Edit Entity Attributes** panel, which is done by holding **[Ctrl]** and clicking on the entity to be revised. This panel allows you to make the same changes as those in the example above and more.

The panel's **Display** tab allows changes to layer, style, weight and color properties, but will also allow custom line weights to be set, the *Fill* setting (whether a line is filled or un-filled) to be toggled, and multiple attributes to be changed at one time.

After the panel is displayed, define the new settings, and then click OK for the changes to take effect.

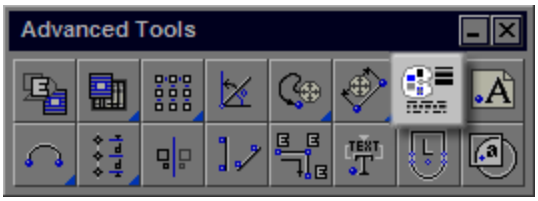


Tips and Tricks...

With this method only one line can be selected for revision at one time but multiple settings can be changed at one time.

Revising Objects Using the Revise Entity Attributes Tool

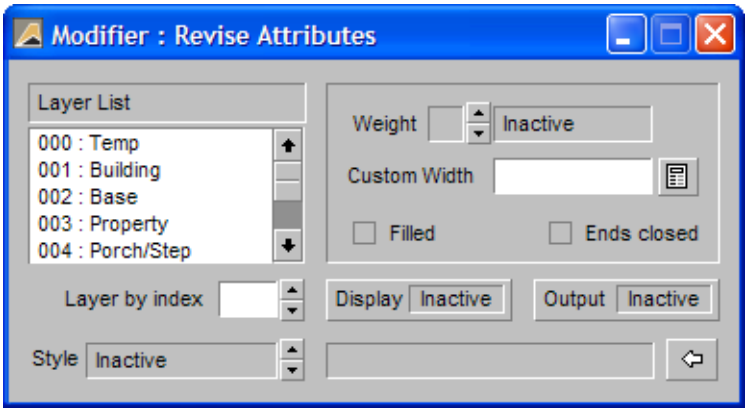
The third method for revising an object's appearance uses a tool located in the Advanced toolbox. (Click on **Adv** in the Toggle Bar to display the Advanced Tools panel.) The **Revise Entity Attributes** tool acts much like the tools in the other two methods and provides a Revise Attributes Modifier.



The Revise Attributes Modifier behaves much like the Edit Entity Attributes Modifier by allowing you to change the layer, color, line weight, etc., all at once, as well as allowing you to toggle the line fill or to set a custom line weight. This tool is excellent

for revising, at one time, **a number of attributes for a number of entities**, which is something that **cannot** be done with the other methods.

Open the Revise Attributes Modifier by clicking on the tool, defining all the settings required, Clicking on all the objects to be changed, then right-clicking to complete the process.



Tips and Tricks...

With this method multiple lines can be selected for revision at one time and multiple settings can be changed at one time. This is the best method for making multiple changes to multiple objects.

Revising Entities Within A Figure

Entities within a figure cannot be revised unless they have first been exploded. Figures are placed on an override layer when they are inserted into the drawing. Once exploded, individual entities of the figure can be revised using any of the above methods.

To explode a figure, select the **Explode objects into individual lines and arcs** tool from the **Edit** toolbox. Click on the figure to select it and then right-click. Now individual pieces of the figure can be selected for revision.

9

Inserting and Editing Text

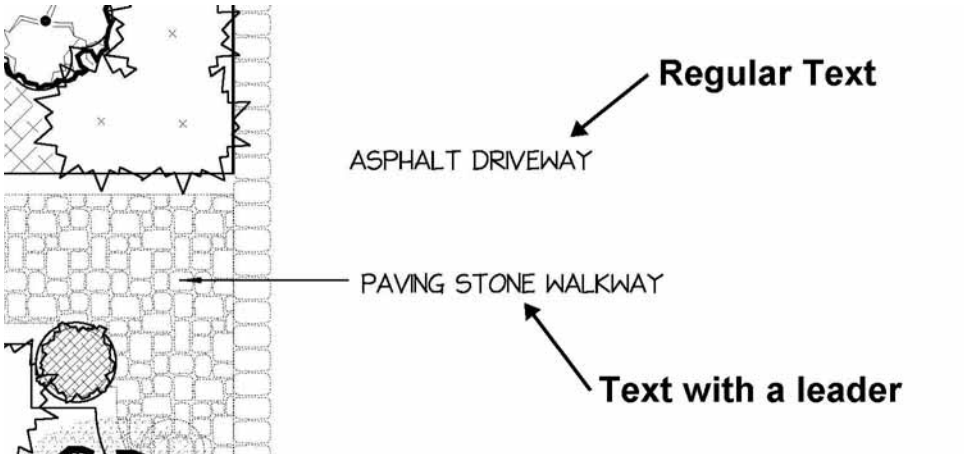
Topics covered in this chapter:

- ✓ Inserting text and text with a leader
- ✓ Editing text on a drawing
- ✓ Changing text settings
- ✓ Using and creating text shortcuts

Text Types in DynaSCAPE

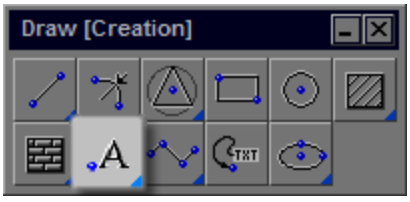
There are two basic types of text insertion tools in DynaSCAPE. Both types will be covered in this chapter:

1. Text (just plain old text, no leader)
2. Text attached to a leader (a leader is a line or series of line to which the text is attached)



Inserting Text (no leader)

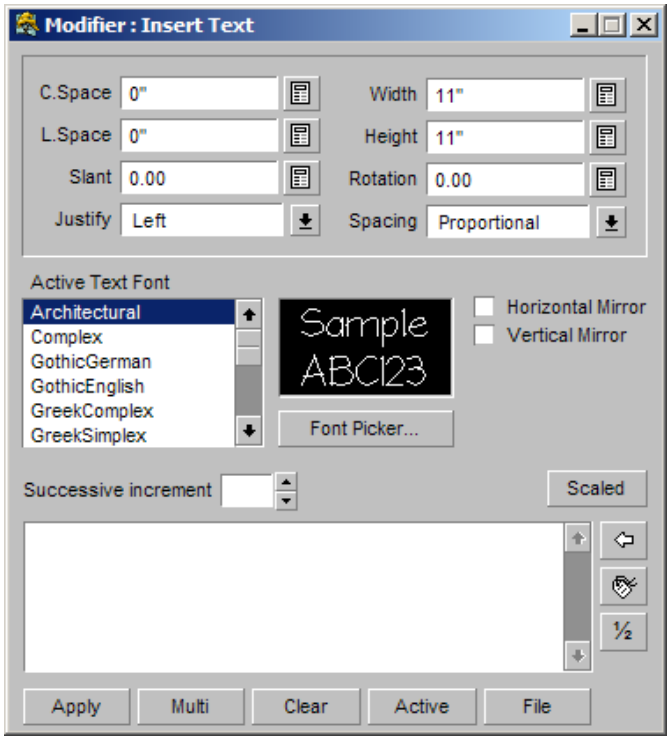
The **Insert Text** tool (no leader) is found in the **Draw** toolbox. Text without a leader is commonly used for drawing notes, street names, drawing titles or anything else that needs text on the drawing.



Nested under the Insert Text tool are seven other text tools with different capabilities. Each will be covered in the following pages of this guide.

Text Modifier Panel Options

All of the Insert Text tools have a modifier panel. The modifier allows you to type in your text and to edit the various settings for how text appears on the drawing. When changes are made within the modifier they are only valid until the panel closes. Not all of these settings are available in all modifiers as they are not required in all cases.



C. Space—the distance between characters (letters)

L. Space—the distance between lines of text (when multiple lines are inserted as block of text)

Slant—the angle at which text will be slanted, giving an italicized look

Justify—can be set at left, right or center and controls how text is inserted onto the drawing in relation to the 'margins'

Width—the width of the individual characters (letters) - does not have to equal the height

Height—the height of the individual characters (letters) - does not have to equal the width

Rotation—the angle at which the text appears on the drawing

Spacing —determines how the characters and words are spaced when inserted

Active Text Font—is the current font being used for the text being placed on the drawing

Horizontal/Vertical Mirror—displays the text mirrored either vertically, horizontally or both when inserted

Successive Increment—adds a numerical value to the end of each word in increments (of which the value is set with this option). Zero means this option is disabled

Apply—places the text onto the drawing as a block of text

Multi—places the text onto the drawing one line at a time

Clear—erases all text in the "edit" area

File—allows you to select a text file to be inserted onto the drawing as a block of text

A number of text tools are available in DynaSCAPE Design and are *nested* beneath the **Insert text at a location** tool. These tools are used to add labels or blocks of text to the drawing.

Insert Text Tool

This tool allows you to insert text into the drawing at any location. Multiple lines of text can be entered.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. In general the text width and height as well as all other settings should be left at the defaults so that all text will be the same on the drawing

3. Select a new font, if required

4. Enter the required text into the main box in the panel.

5. Click on the **Apply** button and text is to be applied to the drawing as one block of text

6. Click on the drawing where the text is to be placed

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Between Three Points Tool

This tool allows you to insert text while defining the start location, end location and the height of the text. In this case, the height and width of the text are not set in the

modifier but rather are created using the click of the mouse. Multiple lines of text can be entered.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. Since this tool sets the height and width of the text with the mouse, the width and height as well as all other settings will be left at the defaults

3. Select a new font, if required

4. Enter the required text into the box at the bottom of the panel.

5. Click on the **Apply** button and text is to be applied to the drawing as one block of text

6. Click on the drawing at the starting point of the text, drag the mouse and click where the text will end (thus setting the width of the text entered) and then drag the mouse upwards to set the height of the text by left clicking

---

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Parallel to a Line

This tool allows you to enter text into a drawing parallel to any line (not a polyline) in the drawing. The line to which the text is to be parallel to is selected and then a click of

the mouse is used to the set the text to the desired location. Multiple lines of text can be entered.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. In general the text width and height as well as all other settings will be left at the defaults so that all text will be the same on the drawing

3. Select a new font, if required

4. Enter the required text into the box at the bottom of the panel.

5. Click on the **Apply** button and text is to be applied to the drawing as one block of text

6. Click on the line in which you want the text to run parallel to. The line will hi-light and the text will attach to the cursor. Use the mouse to set the location of the text with a click

---

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Above Existing Text

This tool allows you to add text above a line (lines) of existing text. The new text is entered into the modifier and then the existing text is clicked on in the drawing and the new text added above. Multiple lines of text can be entered.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. Enter the required text into the box at the bottom of the panel.

3. Click on the **Apply** button and text is to be applied to the drawing as one block of text

4. Click on the existing text you want the new text to be prepended to (placed above). The text will automatically be placed

---

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Below Existing Text

This tool allows you to add text below a line (lines) of existing text. The new text is entered into the modifier and then the existing text is clicked on in the drawing and the new text added below. Multiple lines of text can be entered.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. Enter the required text into the box at the bottom of the panel.

3. Click on the **Apply** button and text is to be applied to the drawing as one block of text

4. Click on the existing text you want the new text to be appended to (placed above). The text will automatically be placed

---

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Extracting the Attributes of Existing Text

This tool allows you to click on an existing block of text to extract the attributes (font style, size, etc.) so that the new text added to the drawing looks the same as the existing text. Multiple lines of text can be entered.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. Enter the required text into the box at the bottom of the panel.

3. Click on the **Apply** button and text is to be applied to the drawing as one block of text

4. Click on the existing text you want the new text to take the characteristics from (height, width, font, etc.). The existing text will highlight blue and the

text will be attached to the cursor. Click where you want the text to be placed

---

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Attached to a Text Node

This tool allows you to parallel attach text to an existing node in the drawing. This commonly used with the **Grade Marker** figures. Multiple lines of text can be entered.

To use this tool:

1. Ensure that the nodes are being displayed on the drawing by going to the **Entity** pull-down menu and selecting **Display**. Check the **Node** box and hit OK

2. Click on the tool (shown above) to open the modifier

3. Enter the required text into the box at the bottom of the panel.

4. Click on the **Apply** button and text is to be applied to the drawing as one block of text

5. Click on the node to which the new text will be placed

Did You Know...

If you have multiple lines of individual text to place on a drawing, enter it in the modifier as individual lines by using **[Enter]** after each line. Use the **Multi** option on the panel instead of Apply and you can place each line of text individually on the drawing.

Insert Text Along a Flowing Line

This tool allows you to insert text so that it follows along a path (existing line or polyline) on the drawing. An 'offset' distance can be set which is the distance away from the path to which the text will be placed. Only one line of text can be entered at any time.

To use this tool:

1. Click on the tool (shown above) to open the modifier

2. In general the text width and height as well as all other settings will be left at the defaults so that all text will be the same on the drawing

3. Select a new font, if required

4. Enter the required text into the box at the bottom of the panel.

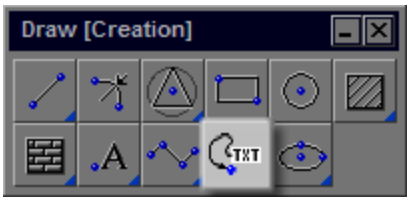
5. Click on the **Apply** button

6. Click the path (line or polyline) which the text will follow - the line will hi-light blue Right-click to end the selection process

7. Click where you want the text to be placed (the 'start' point) - the text will be placed on the line

8. If the text is not placed in the correct location, hit the **[del]** key to try again. You may want to change the **Justify** setting to adjust how the text is placed (left, right or centered)

Inserting Text with a Leader



Text with a leader is commonly used to label objects on a design. Text entered this way does not have any estimating or quotation 'intelligence' that can be recognized by DynaSCAPE Quote (or Manage). Examples items labeled this way would be existing materials, walkways, retaining walls, etc.

The Insert Text Attached to a Leader Tool

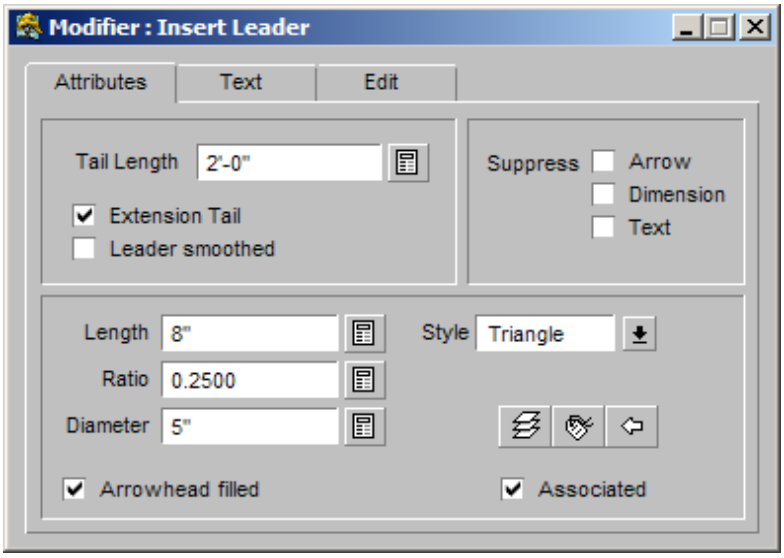
The text with a leader tool is made up of three component tabs:

1. Attributes
2. Text and
3. Edit.

The Attributes Tab

This tab contains the setting for the leader and the arrow style. DynaSCAPE defaults these settings so they are consistent with other leader text (softscape labels, dimensions, etc.) that may be used in the drawing. In this tab you can change the shape and size of the arrowhead, the length of the extension tail, etc. to suit your

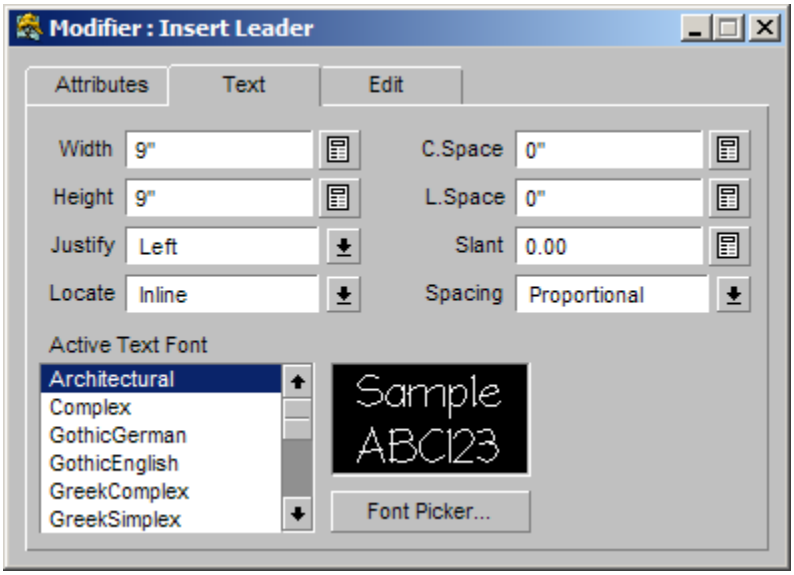
needs, but remember that these settings will only remain effective until this panel is closed and will not affect any other label, new or existing, on the plan.



If you wish to change these setting so they are there each time you open the tool, read the section at the end of this chapter called *Editing Global Text Settings.*

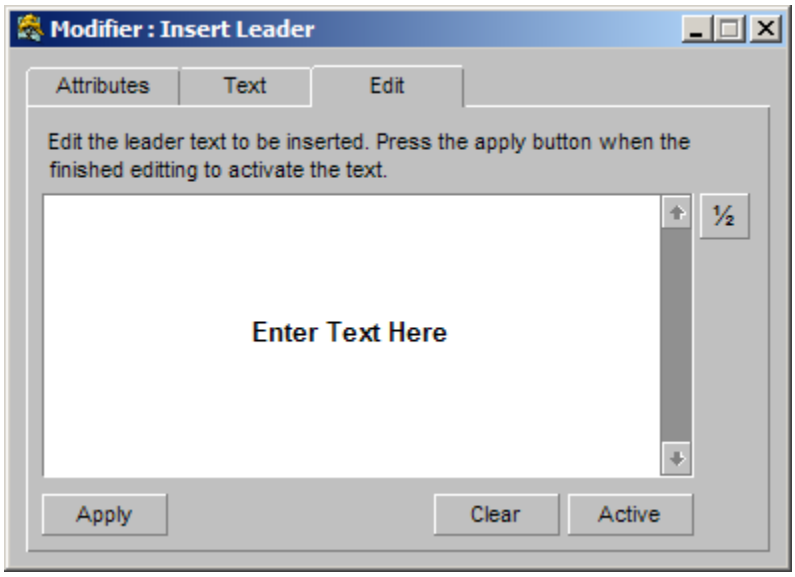
The Text Tab

This tab is where the text settings are changed including the font being used and the size of the font. Again there are default settings applied here to match other label settings elsewhere in the program and any changes made will only affect the current text and will be abandoned when the panel is closed.



The Edit Tab

This tab is where the text that is to be placed on the drawing is entered. Only one line of text can be entered each time.



Using the Insert Text Attached to a Leader Tool:

1. Click on the **Design_Mode**. The Design_Mode will set the active layer to Text Labels (the recommended layer for text) and turn the constraints on to Polar (needed to control leader lines). You can set this manually as well.

2. Click on the tool (shown above) to open the modifier

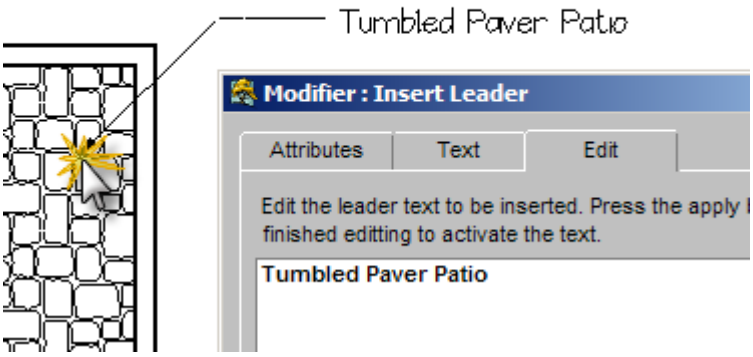
3. Generally, you should not need to change the default settings for both the **Attributes** and **Text** areas but work solely in the **Edit** area. Enter in the text you wish to apply

4. Click the **Apply** button

5. Click on the drawing where you want the arrow to point

6. Click at the next location you wish the leader line to extend. You have the ability to add 'elbows' (bends) to the label as needed.

7. Once the label is in the final location, right-click to drop the label onto the drawing



Revising Text (no leader)

A number of methods will allow you to revise existing text on a drawing, from changing the font or the size of the text, to changing what is actually displayed in the labels.

There are two ways to revise the text and text properties of text without a leader:

1. Using the Edit Entity Attributes panel
2. Using the Revise Text Attributes tool

Revising Text Using the Edit Entity Attributes panel

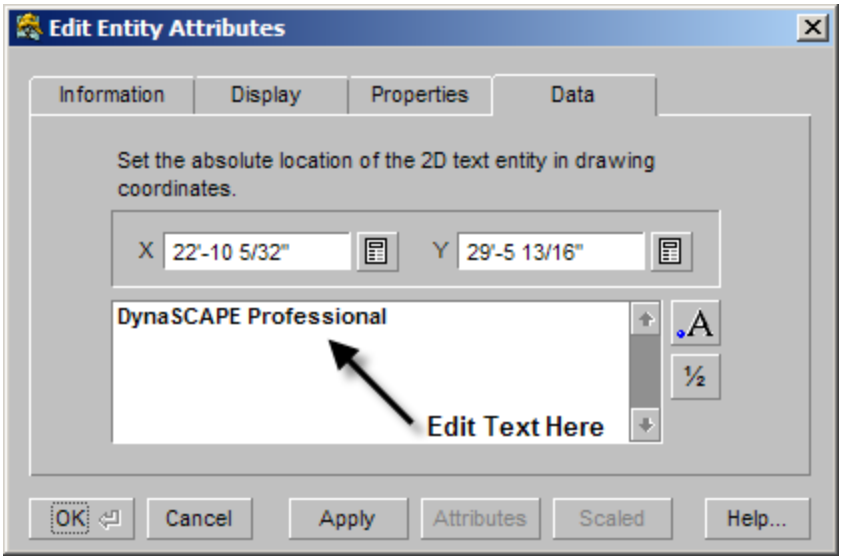
The quickest way to change a single block of text is:

1. Hold the **[Ctrl]** key and click on the text you wish to edit. For example, you may wish to correct a typo or to add additional text.

2. When you hold **[Ctrl]** and Click on the text, the Edit Entity Attributes panel will appear.

3. By switching to the Edit tab you will see the text you have entered and will be able to make changes to it.

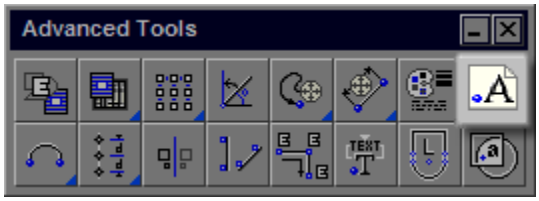
4. When you have finished the changes, click **OK**.



Important...

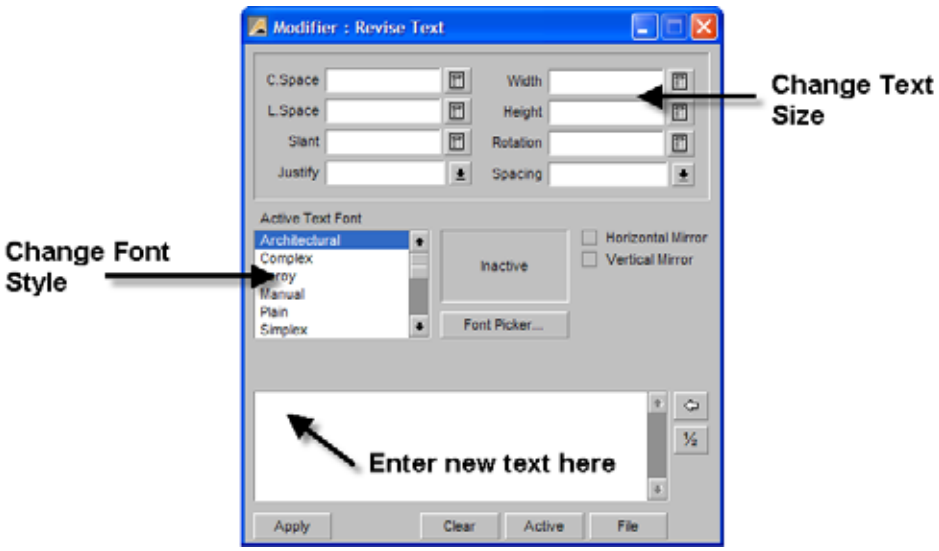
This method only works for text without a leader and will not work for text attached to a leader.

Revising Text Using the Edit Entity Attributes panel



The **Revise Text Attributes** tool, used to change Text without a leader (including Quick Text), is found in the Advanced toolbox. Follow these steps:

1. Click on this tool to open a single-tab Modifier in which the characteristics of text can be changed.



This Modifier allows you to change the font style, size, etc., as well as text displayed in text. It does not display any settings of existing text or the global settings.

2. To change text on your drawing you will need to type in new text in the modifier

3. Click **Apply** and then select the text on the drawing you wish to change.

4. To change text size, type in the new text size, click **Apply,** and then select the text on the drawing you wish to change.

5. To change the font, choose the font, click **Apply,** and then select the text on the drawing you wish to change. Always right-click to end after selecting all the text you wish to revise.

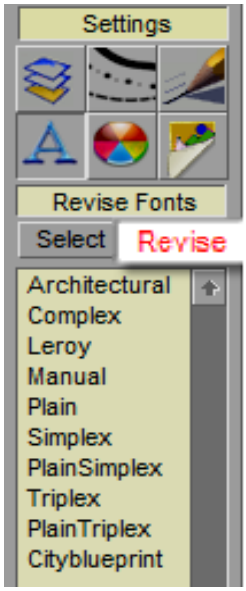
Important...

This method only works for text without a leader and will not work for text attached to a leader. Use the ***Revise Text with a Leader*** *tool outlined in this chapter.*

Revising Text Using the Font Settings Tables

The quickest way to revise the font style of text without a leader is to use the **Fonts Table** located on the DynaSCAPE tab under Settings. Simply click on the button to display the fonts list, click on the Revise toggle, select your new font, then left- and

right-click on each text block you want to change (or use the **[Ctrl + A]** method to select all of the text on the drawing).



Important...

This method only works for text without a leader and will not work for text attached to a leader. Use the ***Revise Text with a Leader*** *tool outlined next.*

Revising Text with a Leader

Revising Text of a Single Label

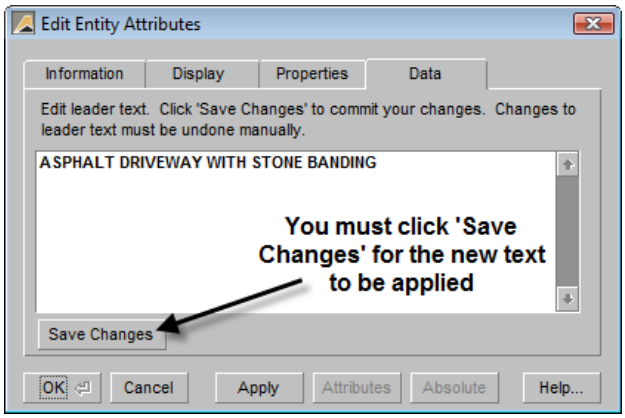
The quickest way to revise text for a single label is:

1. Hold the **[Ctrl]** key and click on the text you wish to edit. For example, you may wish to correct a typo or to add additional text.

2. When you hold **[Ctrl]** and Click on the text, the Edit Entity Attributes panel will appear.

3. By switching to the Data tab you will see the text you have entered and will be able to make changes to it.

4. Make the necessary changes to the text and then click on the **Save Changes** button on the panel. This is the only way to apply the changes to the text. Apply will not work in this panel for text changes. Cancel will not undo changes you have made here either.



5. Click Ok to finish.

Revising Text and Properties of a Multiple Labels

The tool used for revising multiple labels (text attached to a leader) is the **Revise Leader Attributes** tool found in he **Advanced** toolbox.

Clicking on this tool opens the Revise Leader Modifier that has the same three tabs as the Insert Leader Modifier:

1. Attributes
2. Text
3. Edit.

The Edit tab

The Edit tab allows you to type new text that will overwrite existing text on selected labels. Existing text on your drawing will not appear in this panel. You can used command alias' to insert text here.

The Attributes tab

The Attributes tab includes settings associated with the leader line. Here you can change leader tail length, elbows, constraints, arrow style and size.

The Text tab

The Text tab allows you to change the font style and size.

Revising Text, Font Style, Font Size and Leader

To revise the text and properties of follow these steps:

1. Open the **Revise Leader Attributes** tool found in he **Advanced** toolbox

2. Make the necessary changes to the text attributes in any or all of the tabs.:

3. Click on the Apply button on the Edit tab

4. Select any Text-with-a -Leader labels on your drawing you wish to revise by left-clicking on each label and then right-clicking to complete the changes.

   If you want to change the font style and/or font size on all Text-with-a -Leader labels, you may select all of them at once with the shortcut [Ctrl + A]. (Hold [Ctrl] and press [A]. Right-click to finish the change. Note: Only Text-with-a -Leader labels will be selected during this process.

   Caution: Do not use the select all feature if you have entered any text in the Edit field.

Important...

Changes to the text of Plant Labels or Design Labels, if edited using these tools, will not be reflected in your material lists. The original label (material and count) will be maintained unless the label in DynaSCAPE Design is deleted and reentered.

Changing Global Text Settings

Every time you open a DynaSCAPE prototype, there are global drawing controls that set the defaults for tables, text and patterns. These settings are found in the **Entity** pull-down menu.

There are two types of text that can be inserted into a drawing and each has their own default (Global) settings that control them:

1. Plain text without a leader (Text)
2. Text attached to a leader or dimension (Dimension Text)

To change default text settings, go to the pull-down menu **Entity | Text** to open the Global Text Settings panel.

Important Note

The controls in the Entity menu cannot be edited unless a drawing is open.

All DynaSCAPE prototypes have default text sizes that were determined to be appropriate for the scale of the prototype chosen. However, you may find that under certain circumstances you may need to change the default text settings. If you change the scale of your drawing you may find that the text size is too large or too small for the new scale.

Tips and Tricks...

If you have changed your drawing scale and realize your text size is not correct, copy and paste the entire contents of your drawing into a new prototype with the desired scale. This prototype will have the correct text size for that scale of drawing.

Changing the Global Text Size or Font (no leader)

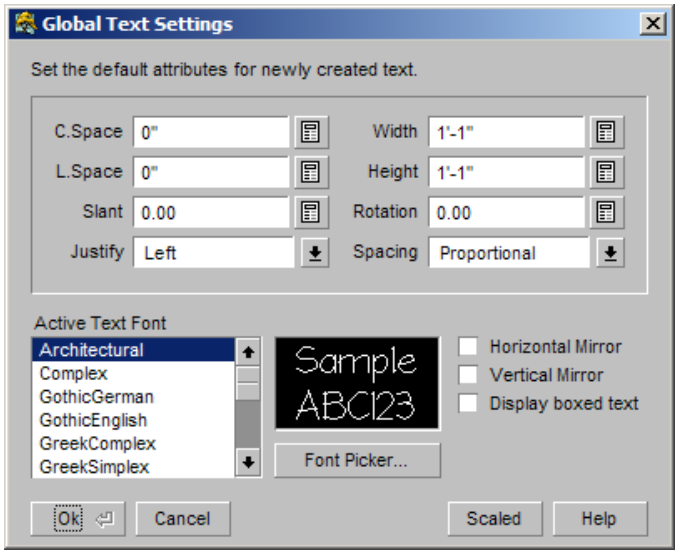
There are two types of text that can be inserted into a drawing and each has their own default (Global) settings that control them:

1. Plain text without a leader (Text)
2. Text attached to a leader or dimension (Dimension Text)

If you open the Insert Text tool modifier you can change the values for Width and Height in this panel now, but the change would only affect the string(s) of text that we are entering at this time. The next time the text Modifier is opened, Height and Width it would again be set to the Global setting (default).

To change text size default (*globally)* so that the revised text sizes (or fonts) will appear each time you open the Insert Text tool, follow these steps:

1. Select the pull-down menu **Entity | Text** to open the Global Text Settings panel.



2. Change the values for text Width and Height (e.g. **11")** in the Global Text Settings panel to your new values. You can also change the Global text font style if you wish.

3. Select OK to save the change and close the panel. From now on, as long as you are in this drawing, each time you open the Insert text tool these will be the default settings.

Important Note

If the Scaled/Absolute toggle is set to "Absolute" in the panel, click it to change it to "Scaled". Nearly all your work will require this control set to "Scaled".

---

4. Return to the Draw Toolbox and click the Insert Text button to open the Modifier. Notice how the default values for text Width and Height are

now set to the new value of **11”** and the default text font is now Cityblueprint.

The changes made in the Global Text Settings panel will remain in force in this drawing until (or unless) they are changed again by using the same method.

Important Note

It is, of course, possible to change more than just the values for text height and width; you may also change the default font, spacing and justification controls and other settings. To learn more about these control settings, select Help in the lower-right corner of the panel or press [F1].

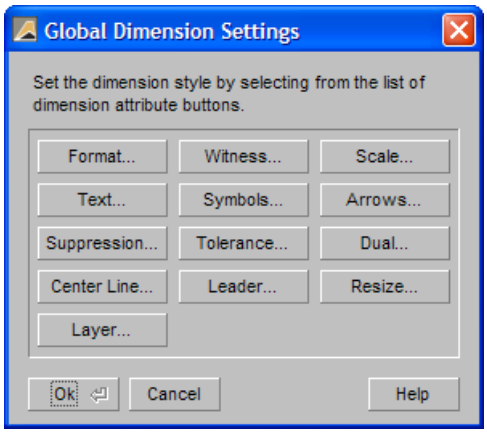
Changing Label Text Settings (Dimension Text)

Changing the global settings for text outlined previously **does not** change the default settings for text attached to labels. In order to change the default text settings for labels, we must edit the Global Dimension Settings panel.

All DynaSCAPE Design labeling options involve what is called *Leader text*; that is to say, labels (text or numbers) that (optionally) include arrows and leader lines. The default settings for Leader text (in all its forms) is also controlled by the Global Dimension Settings panel.

Changing Global Dimension Text Settings (Text with Leader)

To change the default settings for labelling and dimensioning, select the pull-down menu **Entity | Dimension** to open the Global Dimension Settings panel.



This panel gives you access to 13 different subpanels that control the default settings for dimensioning in DynaSCAPE Design. Leader labels (the type of labels produced by the Softscape, Hardscape and Services labeling routines), involve three different controls accessed through this panel: Text, Leader, and Arrow.

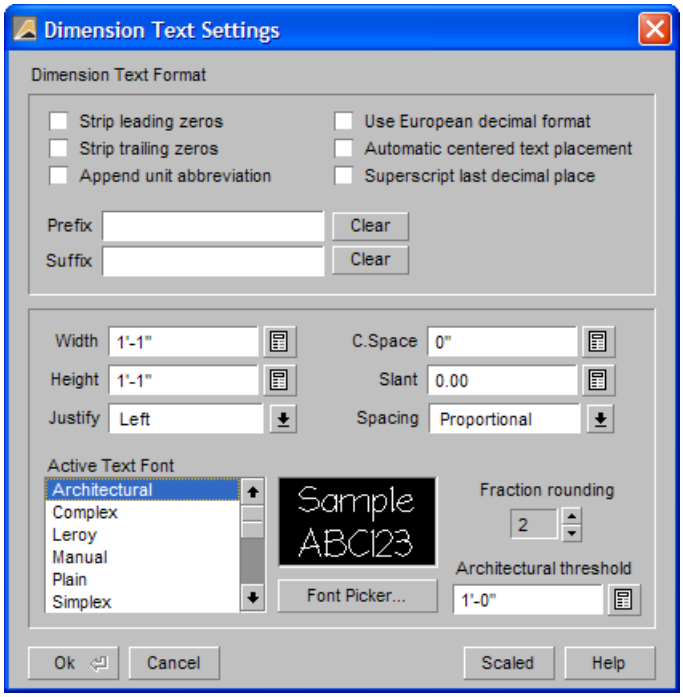
Important Note

We do not recommend that new users edit Global Dimension Settings; these controls are necessarily complex and can be a challenge even to a seasoned DynaSCAPE Design user. If you decide to proceed with editing Dimension settings (beyond the three controls named above), do so in small steps, testing the results of each change as it is made.

To change text size default (*globally)* so that the revised text sizes (or fonts) will appear each time you open the Insert Text Attached to a Leader tool, follow these steps:

1. Select the pull-down menu **Entity | Dimension** to open the Global Dimension settings panel. Select the **Text** button on the panel.

2. This will open the Global Dimension Text Settings panel.



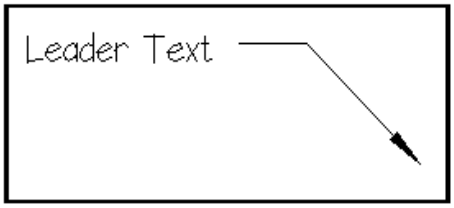
3. Change the values for text Width and Height (e.g. **11")** in the Global Dimension Text Settings panel to your new values. You can also change the Global text font style if you wish.

4. Select OK to save the change and close the panel. From now on, as long as you are in this drawing, each time you open the **Insert Text with a Leader** tool these will be the default settings.

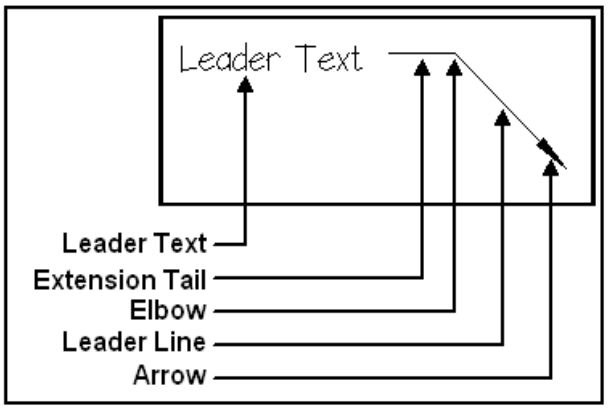
As with the previous exercise, where we reset text Width and Height for Inserted Text, this panel allows us to edit the default values for the text that is associated with the labels in DynaSCAPE Design. Changes made here to text height, width, font, etc., will become the new defaults for all new label text in the drawing currently open.

Changing Leader Settings

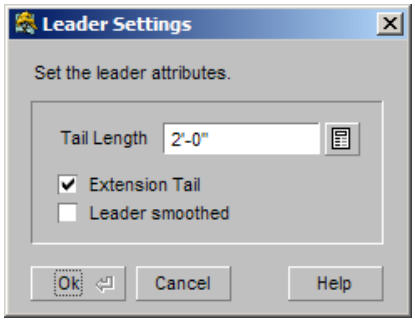
The diagram below shows a sample of Leader text.



The next diagram shows the component parts of a sample of Leader text.



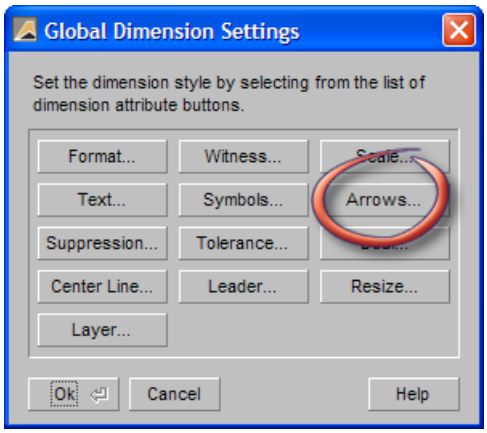
To edit the length of the Extension Tail in a label with leader text, select the **Leader** button in the Global Dimension Settings panel to open the Leader Settings panel.

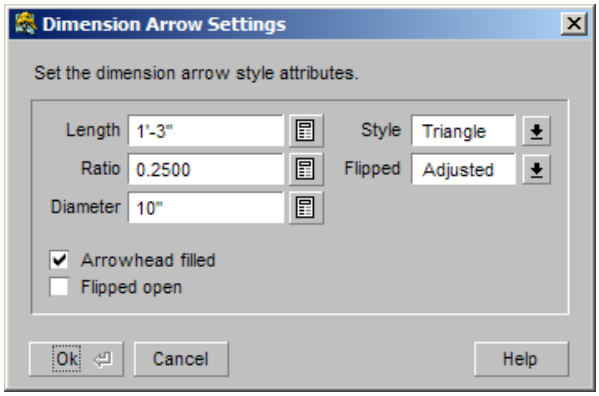


Changing the value for the length of the Extension Tail here will change the tail length for all labels in the program. Deselecting the Extension Tail toggle will suppress the tail extension so that Leader text will have no tail. Select OK to set any new values and close the panel.

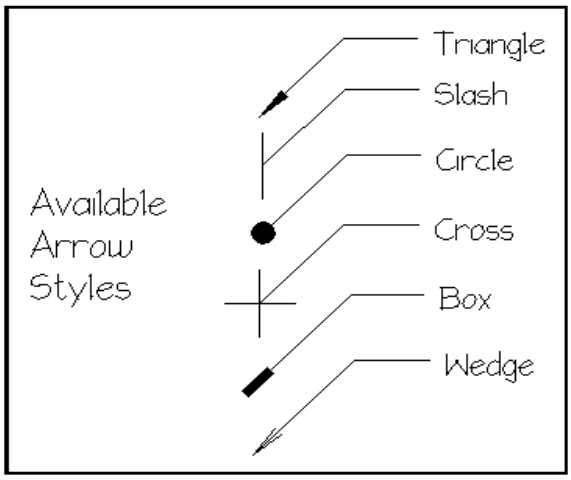
Changing the Arrow Style of Leader Text

To change the Arrow style of Leader text, select the **Arrows** button in the Global Dimension Settings panel to open the Dimension Arrow Settings panel.





DynaSCAPE Design provides a number of style options for the arrows of Leader text. In the diagram below, we show samples of the different arrow styles.



To change the default arrow style, select a type from the **Style** pull-down list in the Dimension Arrows Settings panel, then select **OK** to set the Style change and close the panel.

In addition to arrow style settings, the panel also includes controls for the Length of the arrow and whether or not the arrow is Filled (solid) or just outlined. Select the **Help** button for a complete tour of the controls in this panel. To save any changes to global settings, click **OK**.

Important Note

As with all changes to global settings, we recommend that you make any changes to arrow settings one step at a time, and test the results as you go.

Text Shortcuts

The Command Alias tool in DynaSCAPE Design makes it possible to create keyboard shortcuts that create the text for the Insert Text, Insert Text with a Leader, Revise Text, and Revise Text with a Leader tools. (For the latter tools, refer to the chapter, *Revising and Deleting Entities*.)

Existing Command Aliases in DynaSCAPE Design

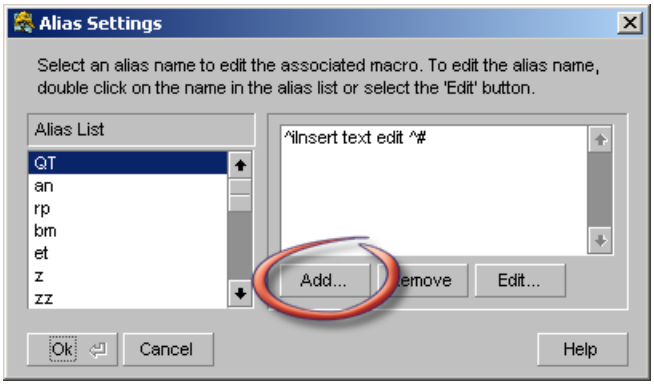
DynaSCAPE comes preset with a few example command aliases that can be activated by typing a the code on the CLI while any of the Insert Text tools are open:

- Type *an* followed by **[Space]** or **[Enter]** to create the text phrase: *Annual Display/Spring Bulbs*
- Type *rp* followed by **[Space]** or **[Enter]** to create the text phrase: *River Pebble on Landscape Fabric*
- Type *bm* followed by **[Space]** or **[Enter]** to create the text phrase: *Bark Mulch*
- Type *et* followed by **[Space]** or **[Enter]** to create the text phrase: *Existing Tree*

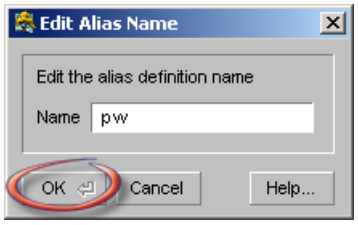
The Command Alias tool is found by selecting the pull-down menu **Environment | Command Alias**.

Creating a New Command Alias:

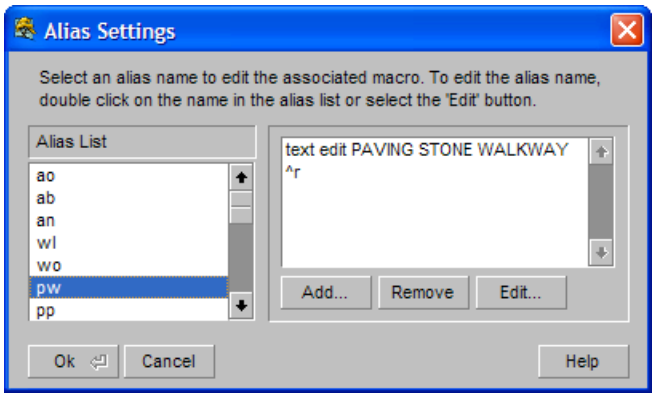
1. Click the **Add** button in the **Alias Settings** panel.



2. Enter a shortcut in the window that appears. For example, a text shortcut to bring up the text *PAVING STONE WALKWAY* might be *PW*. Click **OK** to add the text you wish to create the shortcut for. No two shortcuts can be the same.



3. Enter the new command code, type: *text edit PAVING STONE WALKWAY ^r* (see the Command Alias Syntax section below).



4. Click **OK** to save the command alias. To use these shortcuts, first select the text tool you wish to use, then enter the keyboard shortcut followed by **[Space]** or **[Enter]**. The text specified in the command alias will be the text used by the tool, as if you had typed it into the **[Edit]** button of the modifier panel.

Command Alias Syntax

Creating a new text command alias requires entering the code to activate text in a way that DynaSCAPE understands. In addition to the text itself, a command alias requires a prefix, *text edit*, and a suffix, *[Space]^r*. Example: *text edit PAVING STONE WALKWAY ^r*

10
Selecting and Filtering Entities

Topics covered in this chapter:

- ✓ Using selection windows
- ✓ Using layer controls
- ✓ Learning to use entity filters

Selecting Objects

This chapter will explore the methods for selecting entities using selection windows, as well as how to use the Entity Filters feature.

In DynaSCAPE, there are several different ways of selecting the objects (entities) on your screen. Knowing when to use them depends on how many objects you need to select and the situation.

The following are the selection options that can be used in DynaSCAPE Design:

1. Clicking on an object (entity)
2. Using a Left to Right Selection Window
3. Using a Right to Left Selection Window
4. Using the Pull Down Menu: **Edit | Select All**
5. Using [Ctrl][A] on your keyboard

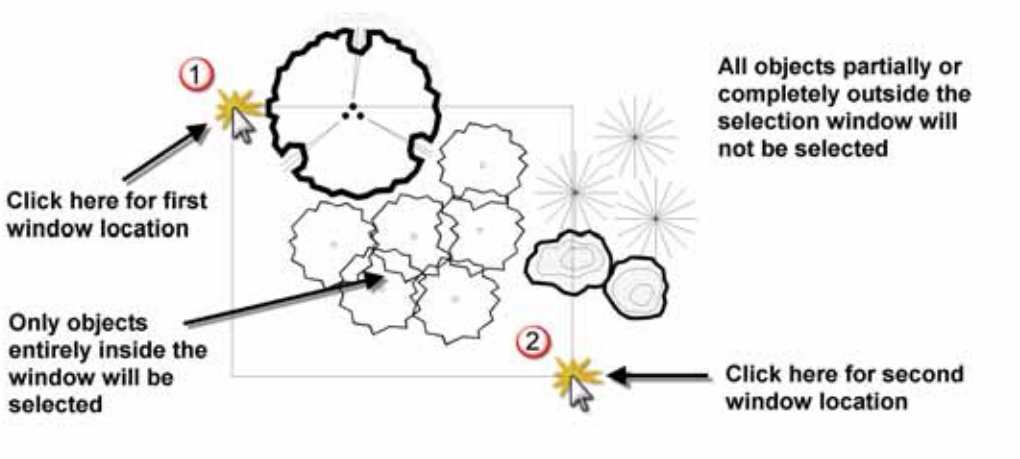
Selecting Objects by Clicking on Them

This is the most basic and obvious method of selecting an object on your screen. This is done by left-clicking on the object you wish to select. This is used for selecting a single object like a line or figure. For figures you must select some part of the geometry within the figure in order to be selected.

Using a Left-to-Right Selection Window

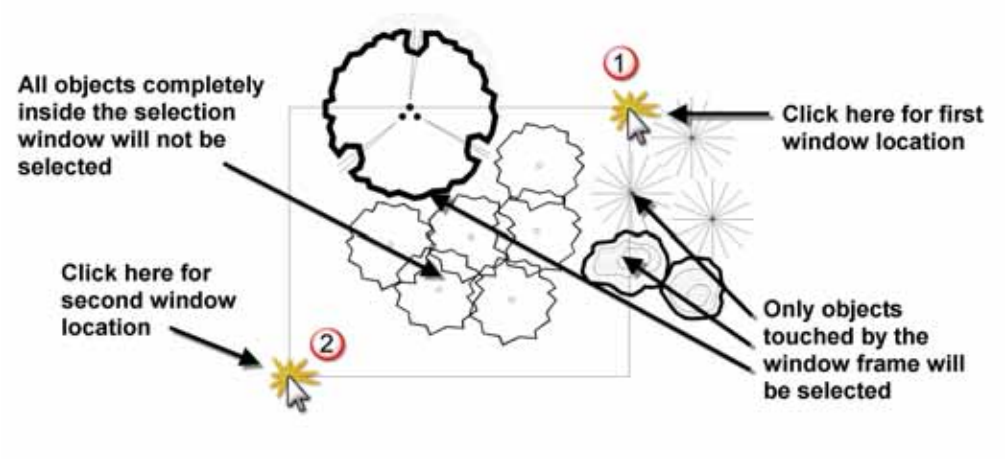
If you create a selection window moving from left-to-right, only objects **entirely within** the window are selected. Objects that only touch the window, or that are outside the window are not selected.

With this method do not drag the mouse. Just left-click on the first corner, move your mouse to the second diagonal corner and left-click there. Selection windows are not effected by your constraint settings.


1
All objects partially or completely outside the selection window will not be selected
Click here for first window location
Only objects entirely inside the window will be selected
2
Click here for second window location

Using a Right-to-Left Selection Window

When creating a selection window moving from right-to-left, only objects **touched by the window frame** are selected. Entities entirely within the window, or entirely outside the window, are not selected.


All objects completely inside the selection window will not be selected
1
Click here for first window location
Click here for second window location
2
Only objects touched by the window frame will be selected

With this method do not drag the mouse. Just left-click on the first corner, move your mouse to the second diagonal corner and left-click there. Selection windows are not effected by your constraint settings.

Selecting All Objects in a Drawing

If you wish to select all the objects on your drawing the most effective way to do so is to use one of the two available methods. There are two methods to select all objects on a DynaSCAPE drawing:

1. Using the Pull Down Menu: **Edit | Select All**
2. Using **[Ctrl][A]** on your keyboard

Using the 'Edit-Select All' Option

This option is found by going to the **Edit** pull down menu and choosing **Select All**. All the objects on your drawing that are visible and can be selected, will highlight in blue.

There are instances when only part of the drawing will be selected:

1. If an object is on a layer that has been 'Locked' it cannot be selected.
2. If an object is part of a prototype it cannot be selected.

3. If you are using an editing tool that is looking for you to select a specific type of object (i.e. a figure or text), it will only select that specific type of object.

Using the Keyboard Option

The keyboard option works exactly the same as the Select All option. To use this option press the **[Ctrl]** key and the **[A]** on your keyboard at the same time. All the objects on your drawing that are visible and can be selected, will highlight in blue.

There are instances when only part of the drawing will be selected:

1. If an object is on a layer that has been 'Locked' it cannot be selected.
2. If an object is part of a prototype it cannot be selected.

If you are using an editing tool that is looking for you to select a specific type of object (i.e. a figure or text), it will only select that specific type of object.

Working with Layer Controls

In DynaSCAPE Design, understanding the role of layers gives you more control over the entire drafting process. After working with DynaSCAPE Design prototype drawings for a while you may come to recognize an entity's layer by simply noting its color or line weight.

You can display the attributes of a selected entity by opening the Edit Entity Attributes panel. While holding **[Ctrl]** on your keyboard, click on an object on your screen. The Edit Entity Attributes panel opens presenting you with four tabs. Click on the *Display* tab and the selection's layer and line attributes are revealed. Close the panel by clicking **[OK]**. You must click **[Apply]** before **[OK]** if you made changes.

After closing the panel in the step above, Click the edge of one of the position circles. A Layer Locked warning panel appears. Layers are 'locked' in order to prevent the accidental alteration of object attributes. In the case of this exercise, all layers were locked at the beginning.

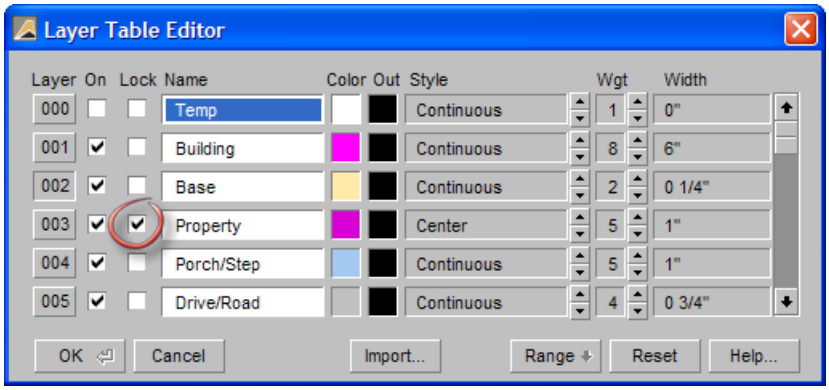
Locking a Layer

To prevent the selection of objects on any layer you can *lock* the layer down. Layers are 'locked' in order to prevent the accidental alteration of object attributes or from the object being deleted. Locking has the effect of *filtering out* layers to prevent their selection and alteration.

To lock a layer to prevent it from being selected, follow these steps:

1. Under your layer list in the DynaSCAPE sidebar folder, click on the **Edit Active List** button. The Layer Table Editor is displayed.

2. Select the Lock toggle for the layer you wish to Lock and put an "X" in the box. If the layer is 'active' it will not allow you to select it. Go back to your layer list and activate another layer.

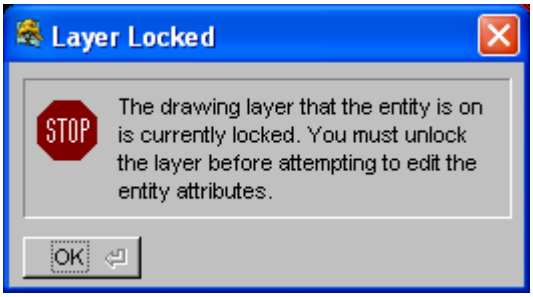


3. Click **OK** to close the panel and the layer you locked cannot be selected.

Locking a layer is very useful once you have finished drafting certain parts of your design. For instance, after the building is drawn, locking the building layer will prevent any building layer lines from being accidentally deleted or moved while you draw next to the building.

Though locked, objects drawn on a locked layer still display their Inference object snap locations (See Inference Settings and Object Snap).

If you attempt to select a locked object by holding [Ctrl] and clicking on it you will get the following message:

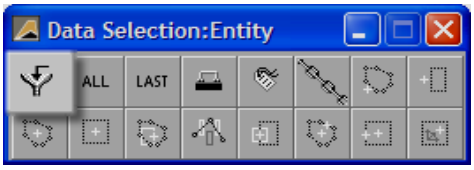

Layer Locked
STOP
The drawing layer that the entity is on is currently locked. You must unlock the layer before attempting to edit the entity attributes.
OK

Using an Entity Filter

One way to select specific things on your drawing to is to use the Data Selection tools. It uses a *Filter-by-Layer (or by-Style, Weight or Color)* method and is an excellent way of extracting a precise group of entities from a complex drawing. The toolbox for these tools is located in the **Tools** pull-down menu. Select the option called **Show Data Selection**. The Data Selection panel will open.

If you click the **Move or Copy Objects** button in the **Edit** toolbox you may notice how the tools in the Data Selection panel changes to **Data Selection:Entity**.

The first tool, **Set Entity Filter** is a very useful filter tool when used in combination with the second tool **Select All**. This filter can help you select only objects on a specific

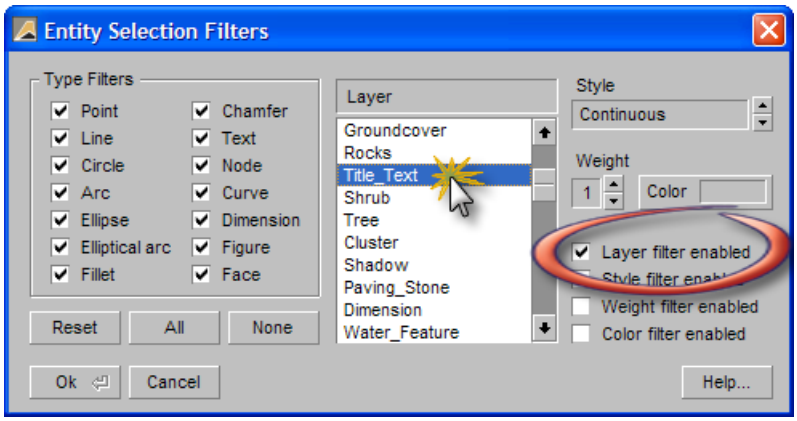


layer, line style, line weight or screen color. The following instructions will cover how to use this filter to only select a specific layer:

1. Click on the first tool, **Set Entity Filter** to open the Entity Selection Filters panel.

Set Entity Filter

2. In the **Layers List**, select the layer you wish the filter. Put a check in the box beside **Layer filter enabled.** Setting the modifier in this way instructs the software to allow only entities drafted in the chosen layer to be selected during a procedure like **Move or Copy**.



3. Click **Ok**.

4. In the **Data Selection:Entity** toolbox click on the second tool: **Select All**.

DynaSCAPE will only select all the objects on the layer selected in the **Entity Selection Filters** panel.

This *Filter-by-Layer* method is an excellent way of extracting a precise group of entities from a complex drawing.

Note:

For a complete description of any of the panels and buttons that we examine during this exercise, simply press [F1] when a panel is open or after a button has been selected DynaSCAPE On-line Help will start up and take you to a detailed Help file on the panel or command in question. This feature can guide you through the features and procedures for virtually all of the buttons and panels in DynaSCAPE Design.

Isolating Layers Using Modes

In DynaSCAPE Design, prototype drawings contain layers designated for temporary elements used during the drafting process. Reference lines drawn in the detail layer or Quick Text notes are examples of temporary elements that do not necessarily appear in the final draft of the drawing presented to the client.

DynaSCAPE has several Modes that will only show a single layer. By using layers that have a corresponding single-layer mode, you can isolate objects drawn on that layer to view, modify or remove them.

The following layers are intended for temporary elements and can be isolated using a corresponding Mode:

1. The **Temp Layer** can be isolated using the **Temp_Mode.**
1. The **Quick Text Layer** can be isolated using the **Quick Text_Mode**.

11

Working with Library Figures

Topics covered in this chapter:

- ✓ Choosing and inserting a library figure
- ✓ Manipulating and clustering library figures
- ✓ Creating a custom library figure
- ✓ Managing your figure libraries

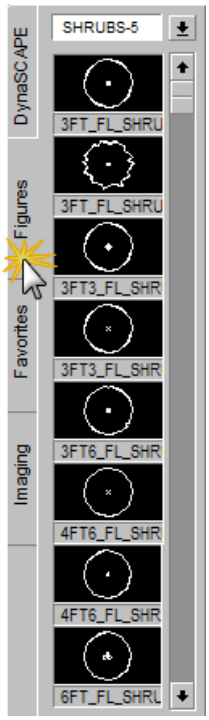
Your DynaSCAPE Design software program is loaded with landscape symbols (figures) ready for you to use in your design. They are all drawn to scale and grouped into common libraries for easy access. They all have been given the appropriate line weights for the best possible output results. Although DynaSCAPE includes symbols for nearly every possible use, it is also very easy to create your very own custom symbols and figure libraries, as the following chapter describes.

Selecting and Inserting a Library Figure

Finding and Choosing a Library Figure

Symbols for shrubs, trees, rocks and other elements are referred to as Figures in DynaSCAPE Design and are accessed from the **Figures Sidebar Folder**. Follow these steps to find a figure to insert into your drawing:

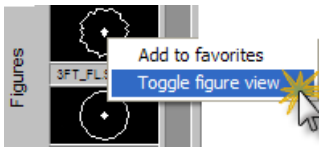
1. Click on the **Figures** tab in the sidebar folder to reveal a group of DynaSCAPE figures. You will see a list of up to eight thumbnail images representing a library, with the library name at the top.

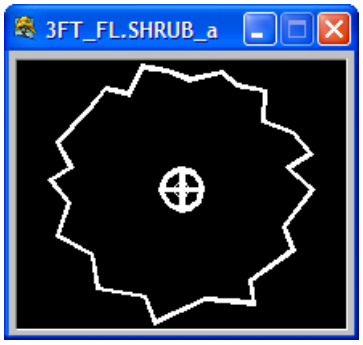


2. To access the list of available figure libraries, click on the library name or on the down arrow next to the library name. Use the scroll bar next to the list to see all the library names.

3. Select a library name from the list to show the figures in that library. Use the scroll bar next to the list to view all the figure thumbnails, eight at a time. A short descriptive name is included under each figure thumbnail.

4. To see a larger image of a figure, right-click on the thumbnail and select **'Toggle Figure View'.** A window will pop up showing a larger image of the figure and its descriptive name.





5. To select a figure, click on the thumbnail in the list or click on the figure's name.

Inserting a Library Figure

Library figures are all drawn to scale and can be inserted unchanged into your drawing. You can insert them, one at a time, or multiple times without having to go back a select again, provided you are in the same command. You can set a scale, a rotation angle, a width and a height prior to inserting a figure, or you can modify it after you have inserted it into your drawing.

To insert a figure, follow these steps:

1. Click on the thumbnail or name of the figure you wish to insert into your drawing. A list of four options will appear below the thumbnails, giving you the option to change the default size and rotation of the figure you wish to insert:

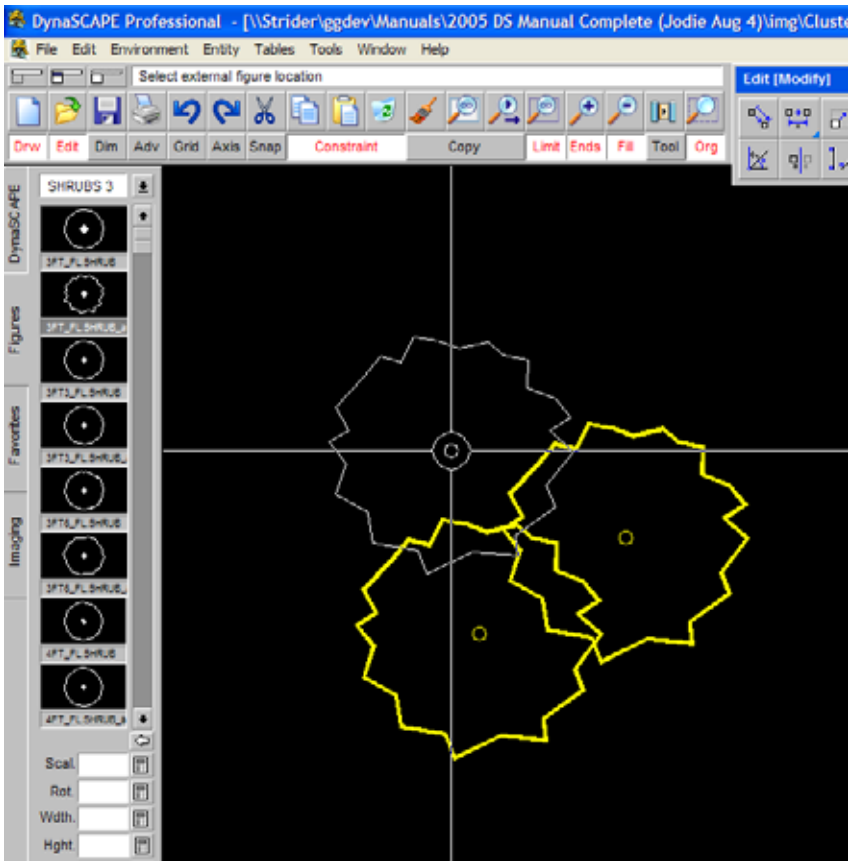
- **Scal.** —Enter a number here to change the scale or size of the figure you wish to insert, i.e. enter an amount of 2.000 will make the figure two times the size of the default.
- **Rot.** —Enter a number here to set the specific angle you wish to have the figure set to on your drawing. By entering nothing here you can still rotate the figure during the process of inserting it.
- **Wdth.** and **Hght.** —Enter numbers here if you wish to set a specific width or height for the figure you wish to insert. If you enter a number in only one of these, you will end up with a figure that is skewed. Some skewed figures will not cluster properly.

Important Note for Inserting Figures

It is not necessary to insert a number in any of the options previously mentioned. If you choose not to enter any numbers, the figure will be inserted at the proper scale and you will have

options to change the scale and rotation during the insertion process or after insertion is complete.

2. After clicking on your figure, move your mouse over your drawing and a ghost image of the figure will appear, attached to your cursor (illustrated using crosshairs).

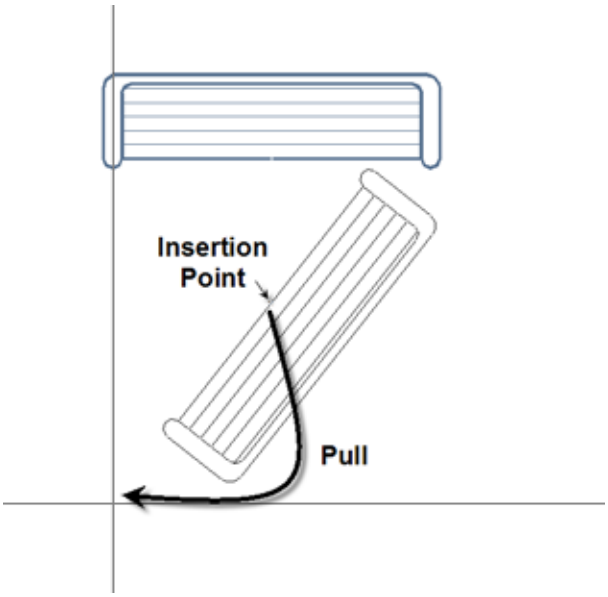


3. Select where you want to insert the figure by clicking on that location of your drawing. If you do not wish to change the scale and rotation of the figure, right-click to finish the action.

4. Now you can insert the same figure again without having to select it again from the list.

Rotating a Figure During Insertion

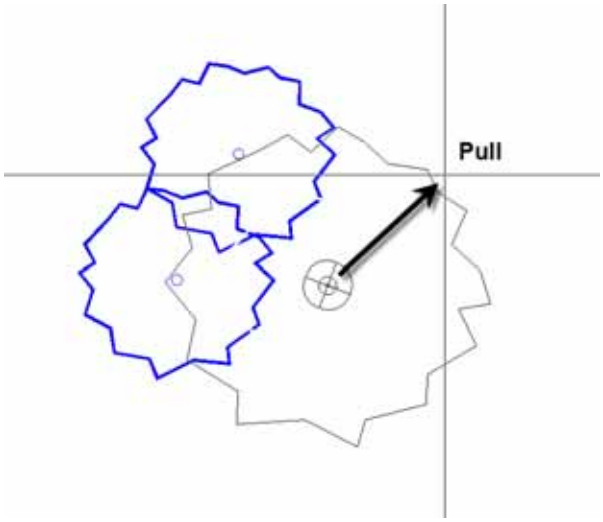
A figure can be rotated after you have clicked to select the location of your figure. Before you right-click, click once more and pull your mouse away from the figure. As you move the mouse, you will see the figure rotate around the insertion point. Click on the drawing when the figure reaches the desired orientation. Right-click to finish the process. If you turn your constraints on, you can snap the figure as you rotate to a specific angle (*zero degrees*, *90-degrees*, *180-degrees*, etc.)



Re-sizing a Figure During Insertion

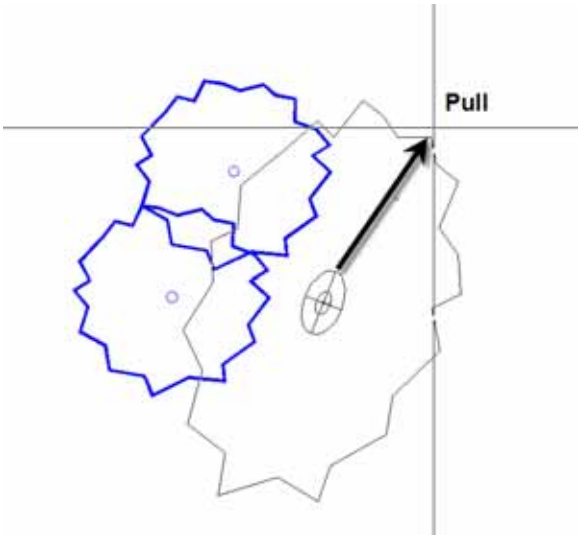
A figure can be re-sized (scaled) after you establish the insertion location, in addition to being rotated. Before you right-click, click once more and pull your mouse away from the figure. You will see the figure change in size as you move the mouse away

from the insertion point. Click on the drawing at the point with which you reach the desired size. Right-click to finish the process.



Skewing a Figure During Insertion

A figure can be skewed (distorted along an axis) after you have clicked to select the location, rotation and size of your figure. Before you right-click, click once more and pull your mouse away from the figure. You will see the figure skew as you move the mouse away from the insertion point. Click on the drawing at the point with which you are satisfied with skew of the figure. Right-click to finish the process.



Clustering a Library Figure

DynaSCAPE Design has a unique tool that turns groupings of specific types of figures into a tidy cluster. This feature not only improves the appearance of the finished drawing, but is also an important step to enable the softscape labeling tool to Auto-count the quantity of items in the grouping.

The term 'clustering' refers to process of grouping or blending individual figures into one discernible object, while keeping the individual counting properties intact.

How Does the Clustering Tool Work?

The clustering tool can appear to work in two different ways. Some figures will have their overlapping segments trimmed away, while others will appear unchanged. In essence, the clustering tool will combine several figures into a single figure or 'block', that has quantity counting properties for labeling and estimating purposes.

How to Cluster a Library Figure

Important: Before You Use the Cluster Tool

In order for the process of clustering figures to have the desired results, a few important rules must be observed:

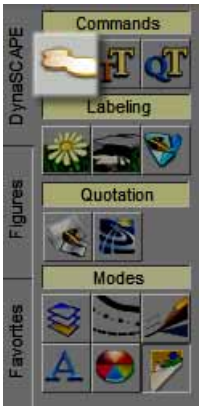
1. *Figures that have a continuous, closed outer perimeter* ***must overlap each other in order to be trimmed out correctly****. If the figures do not overlap, the figure's entire perimeter may be removed.*
2. *If you need to cluster figures that are not overlapping, you must make sure that the* ***Erase all inner segments*** *option in the cluster modifier panel is not selected.*

All other figures that do not have a continuous, closed outer perimeter do not require any special rules to be considered because they do not change in appearance during the clustering process.

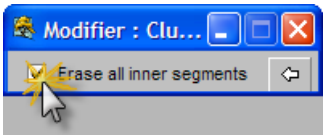
Steps to Clustering Figures

Once you have inserted your figures into your drawing and considered the rules mentioned previous, follow these steps. It is very helpful to select the appropriate **Mode** for the type of figures you wish to cluster. This will temporarily turn off all other layers with figures that may accidentally be selected during the clustering process:

1. Select the **Cluster figures** tool under the **Commands** list in the DynaSCAPE sidebar folder. By right-clicking on the icon you will open the cluster modifier panel.



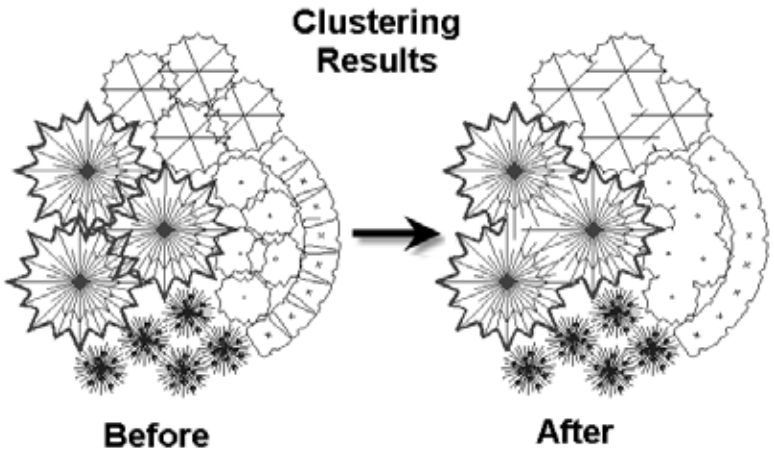
2. If you are clustering figures that are all overlapping correctly and wish to have them the overlapping segments trim out, select the **Erase all inner segments** option in the cluster modifier panel (it is defaulted on).



3. If your figures are not overlapping and you wish to cluster them, you must turn the **Erase all inner segments** option off.

4. Click on all the figures you wish to blend into a group. You can use the various methods to select multiple figures at once described in the chapter titled *Selecting and Filtering Entities*. Only select figures that are overlapping each other.

5. Once you have selected all the figures to be clustered, right-click to complete the process. The figures that can be trimmed will change. It may take a few moments if you have selected a large number of figures to cluster.

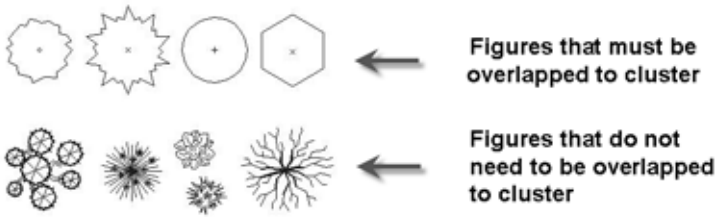


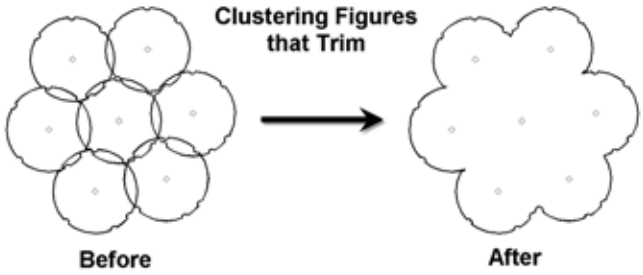
Tip

Clustering large groups of figures may take a long time. To speed up the process, cluster small groups of five to ten figures first. Then cluster the groups together, two or three groups at a time. If you find the clustering process is progressing too slowly, you can right-click to stop and undo the action, to begin again, taking smaller groups at a time.

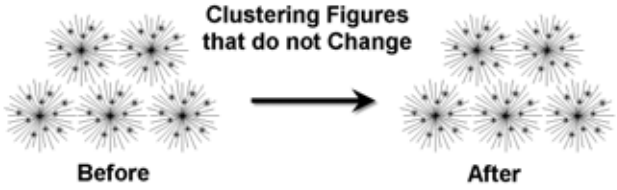
Why Do Some Figures Appear to Change While Others Don't?

While all figures will cluster, only figures found in the **tree, shrub** and **rock** libraries will appear to change during the clustering process. Of those figures, only those with a continuous, closed outer perimeter will change by having their overlapping segments trimmed away and removed.





All other figures, regardless of which libraries they are taken from, will not change in appearance. They will still become a single entity or block when clustered.



Why Figures Disappear After Clustering

1. Figures will disappear after clustering if the figures that were clustered did not overlap each other. If your figures are not overlapping and you wish to cluster them, you must turn the **Erase all inner segments** option off.
2. Figures were skewed during or after there insertion. Do not use the outer grips on a figure to resize them. This will skew the figure and cause them to lose their ring during clustering.

Why Do Figure Libraries Fail to Load or Seem to Disappear?

Opening DynaSCAPE Design for the First Time

When DynaSCAPE Design is opened for the first time, the figure libraries will appear empty without any previews showing. This does not mean they are missing, rather they need to be activated. Simply click on the down arrow of the tab window and select another figure library (Accessories is the first library in the list, so select any that lie beneath this.) The previews will immediately appear and will remain when you return to the first library you tried to open. If the previews don't appear, close and reopen the drawing, and repeat the process.

If the full set of libraries remain empty, it may be due to the fact that the software was installed on a drive other then the C: (the default installation location for DynaSCAPE Design is the C: drive). If this is the case, you will need to reload the libraries. To do this, open the Library Manager (found under Tools) and remove all the existing libraries by selecting the library and click on **Remove**. Then add the libraries back in by clicking on the **Add** button and navigating to the location on the hard drive where the libraries were installed (this could be the D: for instance). Remember to add the libraries back in the order in which you want them to appear on the Figures tab (note: you will need to add each library back in one at a time). You must set the override layers for each library after you have added them back in (see *Setting the Library Layer Override* later in this chapter).

Opening an Existing Drawing

If you open an existing drawing and find the figure libraries have disappeared or appear empty even though they were available during your last drawing session, try to insert a figure even though the preview boxes on the figure tab appear empty. If the selection fails to insert, close the drawing and open any other previously saved drawing file. When this drawing loads, check to see if the figure libraries are visible. If they are, open the first drawing again and check the figures tab. The full library set should be visible and ready for use. If they are still not there, close and restart the software. Open the first drawing again and check the figures tab. If, in the unlikely event, the libraries are still not visible, back up any customizations, then uninstall DynaSCAPE Design and reinstall from the latest version disk. Be sure not to delete any data, including custom figure library files, as you do so.

Libraries You Create Appear Missing After Downloading Library Files

Figures in libraries you create yourself will disappear if accidentally erased or overwritten when re-loading the complete set of figure libraries from DynaSCAPE Software (formerly Garden Graphics). Always back data up, including libraries containing new figures you create yourself to avoid any accidental loss. Figures are

always stored in the Symbols folder (at **C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\symbols**)

Creating a Custom Library Figure

DynaSCAPE Design gives you the ability to create your own style of symbols to make your drawings unique. Adding your own custom figures and your own custom figure libraries is very easy. Just follow the steps and keep in mind the few simple rules.

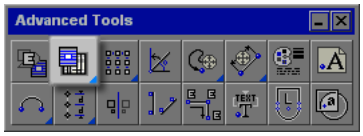
Tip

When creating your own custom figures, you can add them to any existing DynaSCAPE library or you can create unique libraries for your new figures to make them easier to find.

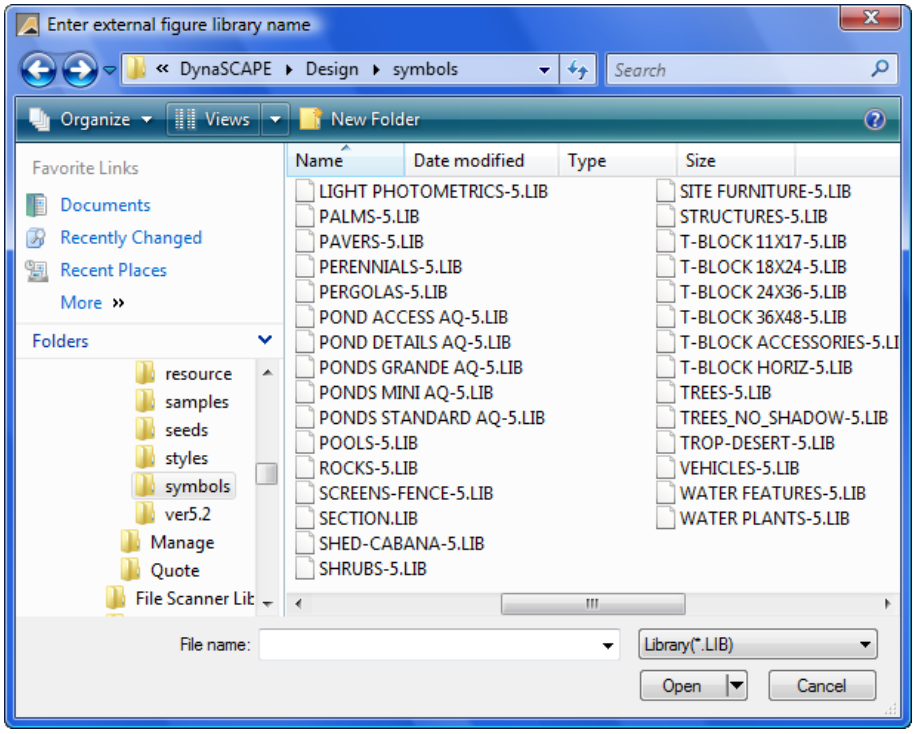
Adding a New Library

DynaSCAPE Design comes preloaded with a number of figures that are assigned to various figure libraries. You can add your own figures to these libraries or you can make your own libraries to put them in. For the later, you must create the libraries first and then add the figures to them.

To create a new library, open the **Advanced Tools** toolbox by clicking on the **Adv** button in the top toggle bar. Right-click on the second tool: "**Define a New Figure Library**".



A new panel appears showing all the existing libraries in DynaSCAPE Design that are stored in the **C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\symbols** folder. If this folder does not appear, navigate to this location and a list of the existing Figure Libraries in DynaSCAPE Design will appear:



To create a new figure library, in the File name field type your new name and then click **Open**. DynaSCAPE Design will now create a new figure library with that name. You can create as many new libraries as you wish.

You may find you wish to take some of the existing figures and move them to new libraries to make finding certain figures easier.

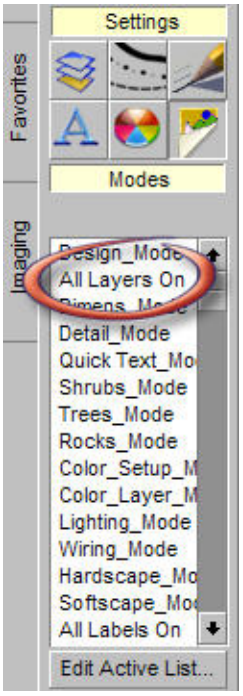
Before Adding a New Figure

Before adding a new figure to the libraries it is important to learn how the existing figures were made and the layers the geometry was put on. Lets first examine how figures are made:

The Importance of Using the Correct Layers

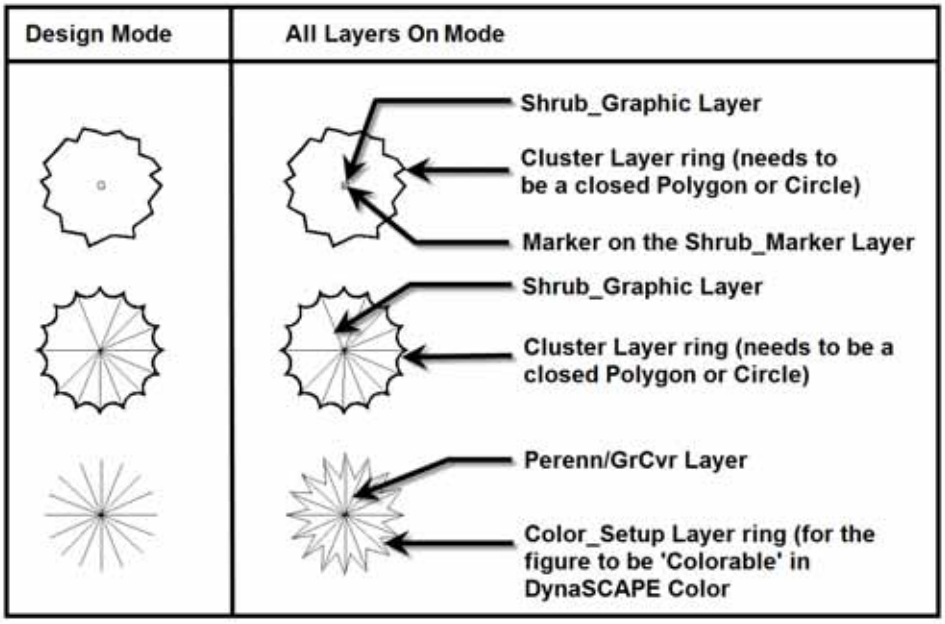
When creating new figures, it is important to consider the appropriate layers on which you build your figure (as a whole or in part). Layers are an important part of the line weight structure of the finished drawing and they play a big role in the use of **Modes.** If placed on the wrong layer, the figure may not appear in some of the modes they need to appear in, they may not cluster properly and they may be un-colorable in DynaSCAPE Color.

One way to determine which layers to use is to insert a similar figure into a drawing and **Explode** it. You'll then be able to examine the various layers that make the figure up. To see the layer used, hold the **[CTRL]** key and click on the line to bring up the **Edit Entity Attributes** panel. To see all the layers that make up a figure, go to the Modes list and choose 'Turn All Layers On'.



Examining a Shrub Figure

Lets first examine Shrub figures in detail. The illustration below shows two figures from the **Shrubs-5** library and one from the **Perennials-5** library, first as they appear in the library, then what they look like when all the layers from which they are made are turned on.


Design Mode
All Layers On Mode
Shrub_Graphic Layer
Cluster Layer ring (needs to be a closed Polygon or Circle)
Marker on the Shrub_Marker Layer
Shrub_Graphic Layer
Cluster Layer ring (needs to be a closed Polygon or Circle)
Perenn/GrCvr Layer
Color_Setup Layer ring (for the figure to be 'Colorable' in DynaSCAPE Color

The top figure is an informal shrub, the middle figure is an upright evergreen, and the bottom figure is an ornamental grass. Shrubs, Perennials and Trees have Markers in the middle of the figure that will only be visible in some modes. These markers are specifically used to identify where shrubs, perennials and trees are on the design when the rest of the figure is on layers that are turned off. Markers are not visible in every mode, but can be made visible in modes such as dimensioning, irrigation and lighting where they can be useful to see, by editing each of these modes to turn the Marker layers on.

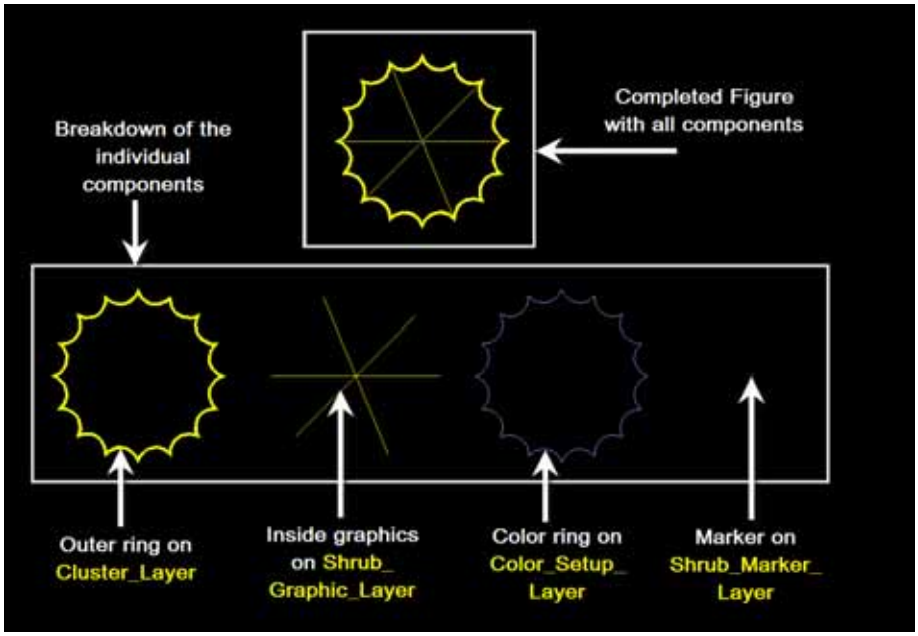
In the diagram above, the labels on the right describe the layers making up the various components of the figures that were drafted. Note that for the shrubs, none of the entities in these figures were actually drawn in the Shrub Layer—the entities used to build a figure may be (and often are) composed of elements that are on several different layers. The choice of layers that are used *is critical* to the proper integration of the figures with various drawing Modes, the cluster tool and DynaSCAPE Color. Any new figures created for any of the libraries should use the same layers as the existing figures if you wish for them to work in the manner as the existing figures.

Let's look at the elements, one layer at a time, and discuss the rules that must be followed in order for new Shrub figures to work as well as the ones we now have in the program.

The Importance of the Cluster Layer for Shrub Figures

No matter how a figure is made, all will be able to be clustered to have quantity properties needed for Auto-counting during the Softscape Labeling process.

However, if you wish to have a figure that is going to be trimmed during the clustering process, it must have a **Cluster Layer** ring.


Breakdown of the individual components
Completed Figure with all components
Outer ring on Cluster_Layer
Inside graphics on Shrub_ Graphic_Layer
Color ring on Color_Setup_ Layer
Marker on Shrub_Marker_ Layer

Not all figures have or need such a ring—for example, the third figure in the previous illustration (the ornamental grass figure). Since the figure has no Cluster Layer ring, when the ornamental grass figures are clustered together into groups in a drawing, there are no visual change in the appearance of the figures. However when the **[Auto-count]** command is used during the Softscape Labeling process the total number of grasses that will be calculated will be those that are part of the group. If you wish to have your new shrub figures blend when they are clustered, then you must include a proper cluster ring in the new figure.

Rules for the Cluster Ring

Here are the rules to follow to ensure that a Cluster ring is correct:

1. The cluster ring must be on the Cluster layer. The Cluster tool can only trim lines that are on the Cluster layer.
2. There can only be **one** cluster ring per figure, with no other geometry on this layer.
3. The cluster ring can only be a Circle, Square, N-Sided Polygon or a Closed Polyline of any shape (it can also be lines, arcs and/or polylines joined to form a closed polyline).

Important Note for Figures

If your figure cannot meet all the rules mentioned previous, do not use the Cluster layer. The Cluster layer should not be used for anything other than the Cluster ring. If used improperly in a figure, it will be entirely removed during the Clustering process.

The Cluster Ring and Other Figures

The Cluster ring can be used on any figure you choose. Many tree and rock figures also use the Cluster ring for the purpose of blending during the Clustering process. This is not immediately obvious because the line width and color have been revised.

Changing the Color of the Cluster Ring

The color, line style and line weight of the cluster ring can be revised to any variation you wish. Since the line weight and color of the Cluster layer is the same as the Shrubs layer, it does not need to be changed. For trees or rocks, you can revise the line color and thickness to match all the other similar figures in those libraries.

Creating a Colorable Figure

All the figures in DynaSCAPE that you would normally color have been built to be colorable in DynaSCAPE Color. They all have a ring or closed polyline surrounding the figure that provides a boundary for the color swatches in DynaSCAPE Color. This boundary is always on the Color_Setup layer. This boundary is often the exact same shape as the cluster ring, if a cluster ring exists in the figure. For some figures, like ornamental grass, this shape has been created on its own.

If you wish to use DynaSCAPE Color for rendering you drawings, it is critical that you include this boundary on all your custom figures. It is also critical that this boundary is a single, continuous polyline, circle or polygon that surrounds the figure and is placed on the Color_Setup layer.

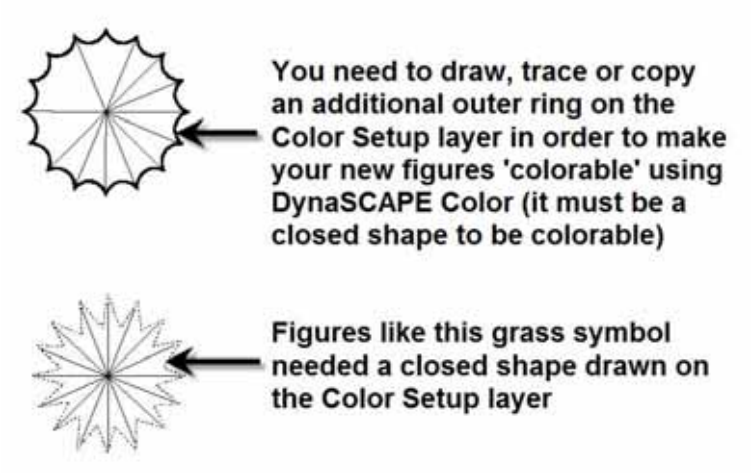
To create a ‘colorable’ figure, first draw it as you normally would, with all the parts drawn on the correct layers as outlined in this chapter. Then draw an outer ring on the Color Setup layer. Adding this outer ring can be done in several ways:

1. Copy the outer ring of the figure you have drawn over to an open space on the drawing. Then revise it to the Color Setup layer and move it back on top of the figure you have drawn.
2. Draw or trace the outer ring using the Polyline tool (with Closed polyline turned on) on the Color Setup layer.

3. For any figures that do not have a closed outer ring, you will need to create one on the Color Setup layer (e.g. Ornamental grasses).

What Does the Outer Ring on the Color Setup Layer do?

When figures that contain an outer ring on the Color Setup layer are grouped using the cluster tool, this outer ring will remain intact, allowing DynaSCAPE Color to color each individual figure in one step. Without this outer ring, some grouped figures will color as a group (not individually) and others will not color at all. Even though the Color Setup layer is not visible in the Design and Softscape Modes, DynaSCAPE Color will still be able to find and color them.


You need to draw, trace or copy an additional outer ring on the Color Setup layer in order to make your new figures 'colorable' using DynaSCAPE Color (it must be a closed shape to be colorable)
Figures like this grass symbol needed a closed shape drawn on the Color Setup layer

Shrub Figures and Other Layers

As with most figures, shrub figures are made up of multiple layers. The shrub graphic elements of the figure are simply any part of the shrub figure that is not the cluster ring or the shrub marker. In some figures the shrub graphic part of the figure is the small circle in the center or branches or spokes radiating out from the center. Other shrub figures have all shrub graphics, while others have no shrub graphics at all (just a Cluster ring e.g. *1FT_PERENN*).

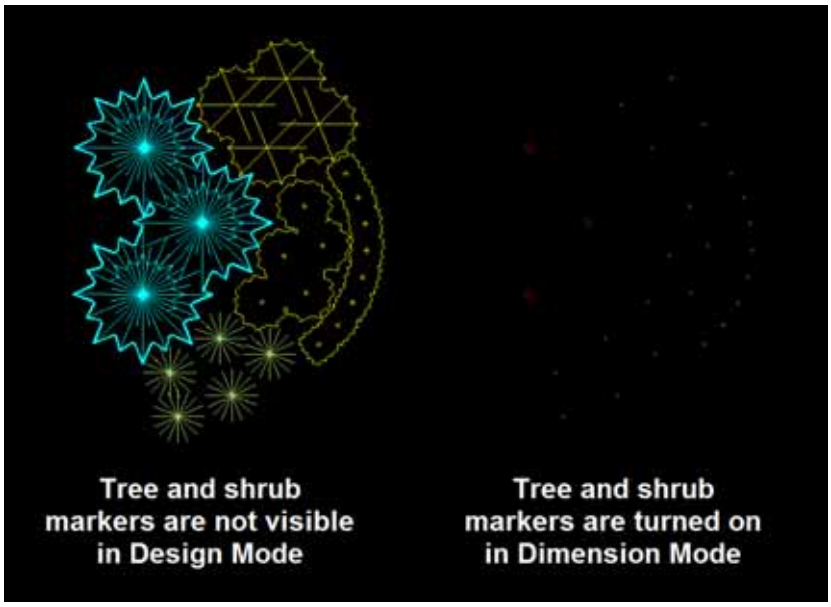
Here are the rules and possible variations for how the Shrub Graphic elements in the new figure must be made:

1. All shrub graphic elements must be on the Shrub Graphic layer, all perennial graphic elements must be on the Perenn/GrCvr layer etc., except the cluster ring, the color ring and the marker.
2. Any of the following types of entities may be used to draft the Shrub Graphic elements: Lines, Arcs, Circles, Polylines, Rectangles, Polygons, Text, Points, Hatch Patterns (Exploded) and Section Patterns (Exploded).

3. The color, line style, and line weight of the shrub graphic elements can be revised to any variation that you think is appropriate

The Purpose of Tree, Shrub and Perennial Markers

At the center of every DynaSCAPE tree, shrub and perennial figure, there is a marker. These markers are *not* seen in every mode, but can be seen in modes such as **Dimension Mode, Lighting Mode, Irrigation Mode** or **All Layers On Mode**. To see them along with all the other layers that are in a figure, insert a few tree, shrub and perennial figures into a drawing and select the **All Layers On Mode** in the **Modes** list. Then click on **Dimension Mode** and you will see only the markers.



We suggest that you draft any new shrubs or trees by borrowing parts from the existing shrub figures. This way you can simply copy the Marker from any of the default figures into your new ones. All Tree Markers must be on the **Tree_Marker Layer** while all shrub and perennial markers are placed on the **Shrub_Marker** Layer.

Adding A Figure to a Library

Step 1: Build and Check your figure

Before adding your figure to a library, be sure that you have read the previous sections and understand the reasons why it is important to use the appropriate layers

and follow the guidelines to ensure you get the desired results. The size of your figure is important as well because it will come out of the library at the same size that it was drafted. Make sure all the layers that make up your figure are turned on and visible.

Important Note for Figures

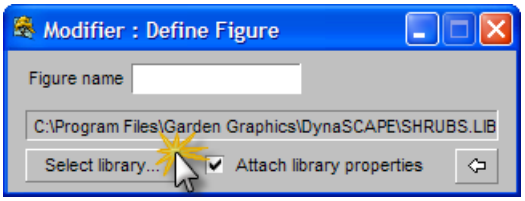
If you use any DynaSCAPE figures, hatches or sections in your new figure, you must 'Explode' them before inserting them into a library. If you neglect to do so your figure will not save correctly and you may have additional 'unkown' figures added to your library.

Step 2: Activate the Library for Adding your New Figure

1. To add your figure to a library, you must first activate the library into which you wish to add the figure: To create a new library, open the **Advanced Tools** toolbox by clicking on the **Adv** button in the top toggle bar. Click on the first tool: **Define a new library figure**.

A modifier panel will appear.

2. To activate the library, click on the **Select library...** button on the modifier panel:



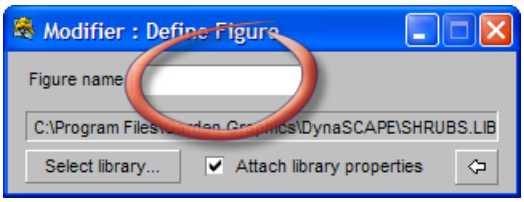
A new panel appears showing all the existing libraries in DynaSCAPE Design that are stored in the **C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\symbols** folder. If this folder does not appear, navigate to this location and a list of the existing Figure Libraries in DynaSCAPE will appear.

3. Select the Library you wish to add your new figure to by clicking on the library name and click on the **Open** button. This will activate the selected library. Keep the modifier panel open for the next step.

Step 3: Add Your New Figure to the Active Library

The next steps will take you through the process of adding your figure to the active library. Once this figure is in the figure library you will have quick access to it and be able to insert it into any drawing (new or old).

1. Choose a name for the new figure and type it into the space beside **Figure Name.** The figure name chosen cannot duplicate a figure name already in use. If you wish, you may examine the figure names now in use in the shrubs library in the figures folder.



Since using [spacebar] in DynaSCAPE Design is the same as [Enter], you must use [-] or [_] between words in the name in place of a space. Use [spacebar] or [Enter] at the end of the name to begin the next step.

Tip

During the process of adding your figure to a library, you can follow the commands for the next step by reading the ***Prompt Line****.*

2. Click on all the items that represent your new figure.

3. Once you have selected all the items for your figure, **right-click** to end the selection process.

4. Now you need to choose an insertion point. The insertion point is the location within the figure to which it will be attached to your crosshairs when inserting the figure into a drawing.

   It is recommended to put this as close to the centre of your figure as possible for a number of reasons, mainly for accuracy. Click on the location you wish to use as the insertion point.

5. **Right-click** to end the process. The CLI will tell you that your figure has been added to a library. The process is now complete.

Step 4: Activating the New Figure Library

If you have created a new library for your figure, you must activate the library so it will show up in the list of libraries. To activate your library follow the steps outline later in this chapter called: **How to Active a New Figure Library**

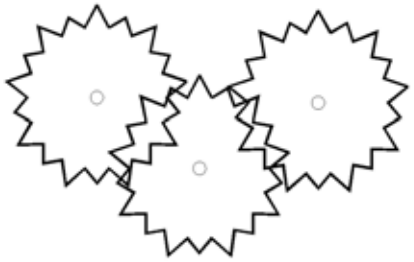
If you have added the figure to a library that is already active, skip to Step 5:

Step 5: Testing your New Figure

It is important to test a new figure to be sure it was drawn correctly and works the same as all DynaSCAPE Design figures. To do this, first find the new figure in the libraries found in the **Figures** tab in the **Sidebar Folder.** You will always find it at the bottom of the list. If it does not appear, you may need to click on another library first and go back to the correct library to refresh it.

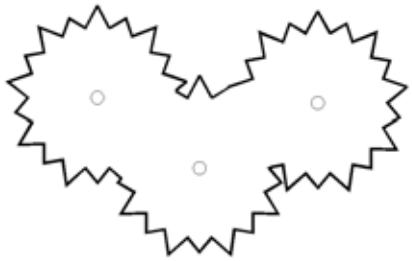
1. Click on your new figure in the list of library thumbnails.

2. Insert the new figure into the drawing. Notice how the figure rotation point is the figure's insertion point that was selected when the figure was saved. Insert three or four figures and slightly overlap them for clustering. The results should look like this:

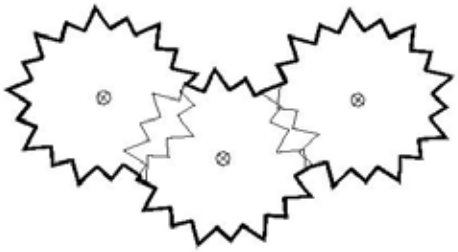


3. Follow the steps mentioned previous on how to Cluster library figures.

4. When the clustering process is completed press **[Enter]** or **[ESC]** to end the command. The results should look like this:



5. Turn All Layers On and you should be able to see that there is a Color_Setup boundary (if this boundary was added) where the sections of the cluster layer have been trimmed away.



6. Save the drawing and open it in DynaSCAPE Color to see if the figure colors correctly. If a Color_Setup boundary was included in the figure, they should color as individual swatches within the grouping (as apposed to one swatch filling the entire grouping).

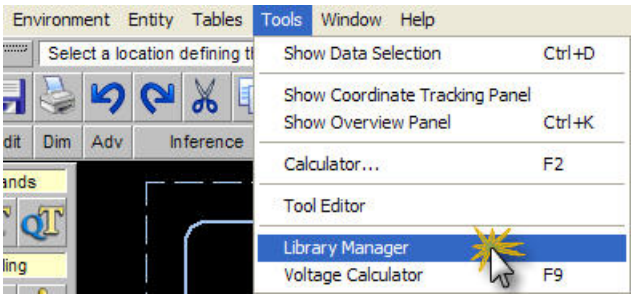
Managing the DynaSCAPE Figure Libraries

The Library Manager

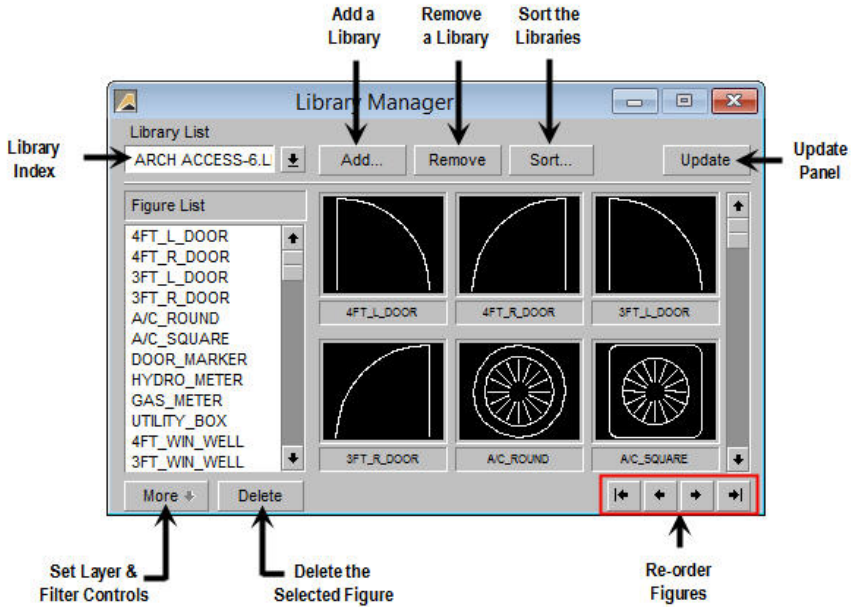
The library manager is where you can find all the figure library controls. This panel configures the way the Figures Sidebar Folder is setup. Here, you can add or remove libraries, delete a figure from a library, change the order in which figures appear in a library, and edit the **Library Layer Override** for a library of figures. The Library Layer Override is very important, since it controls which layer each library figure is put in when it is inserted into your drawing.

How to Find the Library Manager

To open the Library Manager, select **Library Manager** from the Tools menu.



The Library Manager Panel



The Library Manager Controls

Below is an explanation of the various controls in the Library Manager. Refer to the previous diagram for the location of each control:

- **Library Index**—the Library Index is used to find and select a currently active library to display in the Library Manager.
- **Add—**the Add button is used to select a new library to add to the currently active list of libraries.
  The Figure Sidebar Folder displays only the *currently active* libraries of figures. You can add a new library of figures to the folder using this control. Library figure files are generally (by default) stored in the Symbols subfolder (**C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\symbols** folder, where C:\ is your hard drive).
- **Remove**— the Remove button is used to remove a library of figures from the currently active list of libraries.
  Note: Do not worry, **selecting this option will NOT delete a library**, *only remove the figure from the current list.*
- **Sort**— the Sort button is used to sort your currently active list of libraries.
- **Update**—the Update button refreshes the display in the Figure Folder; you can test the way the changes you are making will look in the Figures Folder.
- **More—**the More button opens up an advanced features section of the panel where a Library Layer Override can be set.

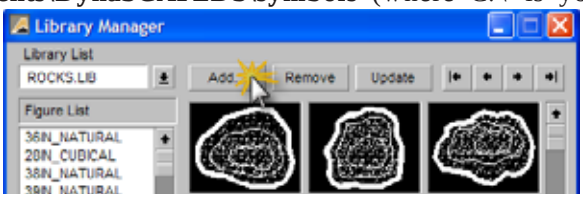
- **Delete**—the Delete button deletes a selected figure from the figure library. *Caution: Use the Delete button with care—once a figure is deleted from a figure library it CANNOT be retrieved.*
- **Buttons to re-order figures—**there are 4 buttons that you can click to re-order the figures.

How to Activate a New Figure Library

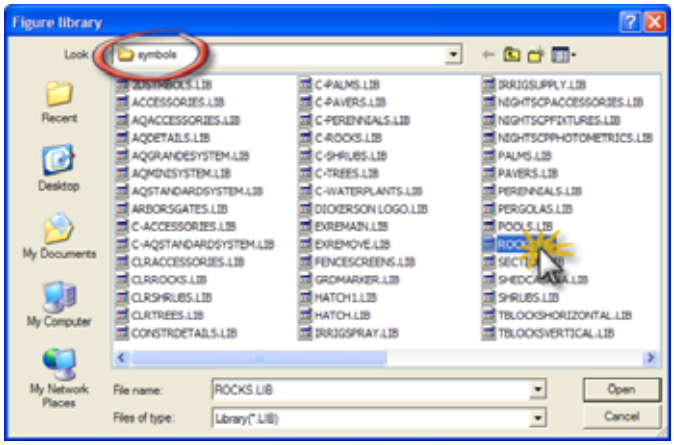
The Figure Sidebar Folder displays only the 'currently active' libraries of figures. If you have created a new Figure Library, you must activate it in order to for it to appear in the Figures Sidebar Folder. To activate a library follow these steps:

1. Go to the **Tools** menu and select the **Library Manager** option. The Library Manager panel will appear.

2. Select the **Add** button which will take you to the folder where all the library files are stored. **C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\symbols** (where C:\ is your hard drive.)



3. Select the library you wish to activate and click **Open**.



4. The library you selected will appear in the Library Manager panel and all its figures will be displayed. At this point you can re-arrange the order or

delete any of any figures in that library. Now you need to set the correct override layer for that library as explained in the following steps.

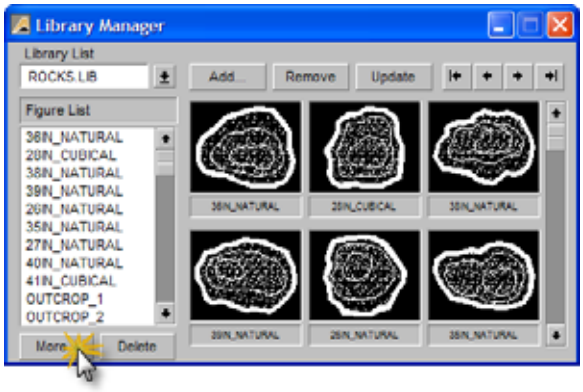
Setting the Library Layer Override

Important Note for Override Layers

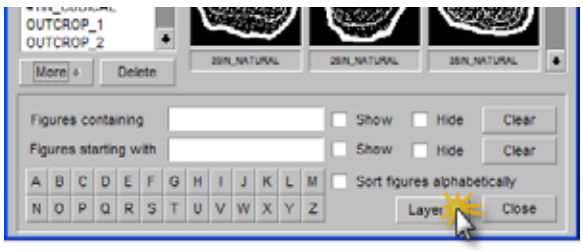
Setting the Library Layer Override is important as it controls which layer your library figures get put in when it is inserted into a drawing. Keeping figures on their appropriate layers is essential when using Modes to turn specific layers on and off while performing different tasks and when creating Dimension, Lighting or Irrigation plans from your drawing. You can set different override layers for each library. You cannot set individual override layers for each figure.

Follow these steps to set the Library Layer Override:

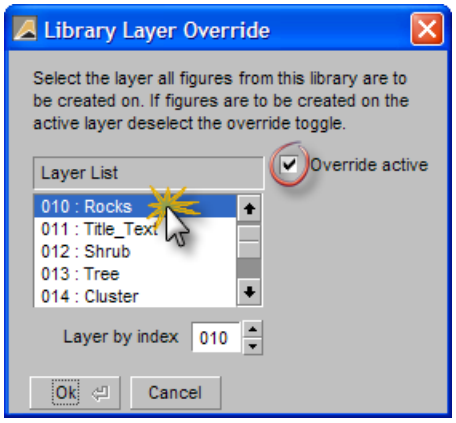
5. In the Library Manager panel, select the **More** button to drop down an extension to the panel.



6. Click on the **Layer** button to open the Layer Override panel.



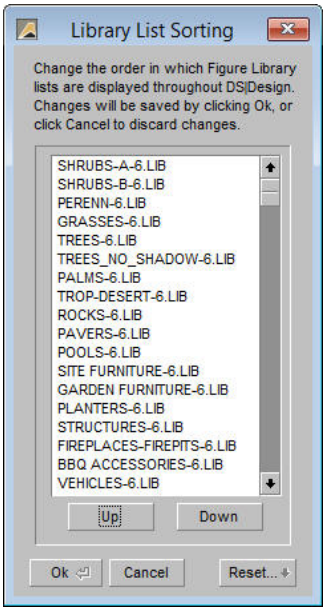
7. In the Override Layer panel, select the layer you wish all the figures in that specific library to be set on when inserted into your drawing. Make sure there is a checkmark next to **Override active.**


Library Layer Override
Select the layer all figures from this library are to be created on. If figures are to be created on the active layer deselect the override toggle.
Layer List
Override active
010 : Rocks
011 : Title_Text
012 : Shrub
013 : Tree
014 : Cluster
Layer by index
010
Ok
Cancel

8. Click **OK** and then click Update to activate the library. Close the Library Manager.

9. Your new library is now ready to use. Now each time you use figures from this library, they will all be set on the same layer that you have selected here. Please note that the components within the figure will still remain on their individual layers.

Sort the Figure Libraries

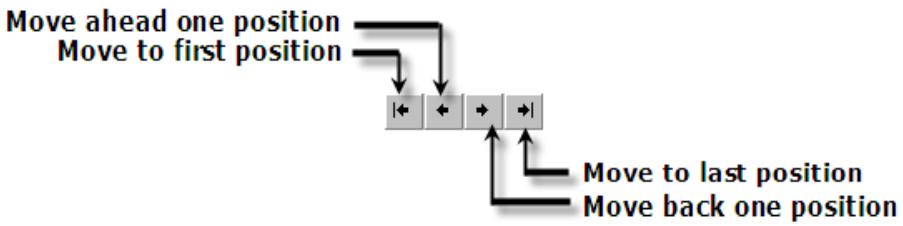


- **Up -** Click on the Figure then this button to move selected library up in the list order.
- **Down** - Click on the Figure then this button to move selected library down in the list order.
- **Ok** - Saves the Sorted Library List
- **Cancel** - Cancels any changes made the Library List
- **Reset** - Will allow you to see the Reset Library List button with a warning Click the Reset Library List button to reset back to the suggested order for optimized efficiency.

Important

This will restore the library list to it's original state when it was first installed and will remove any custom figures that you may have added.

Figure Ordering Controls



Using these control buttons, you can change the order in which figures are displayed within a figure library. You can move your most frequently used figures to the top of the list, or as you add new figures, you can re-order the figures to place the new ones in a logical position in the library.

To use the controls, select a figure (either by clicking a thumbnail image, or by selecting a figure name in the Figure List), and then select one of the positioning control buttons.

12

Labeling Plants & Design Elements

Topics covered in this section:

- ✓ Creating a custom database of 'My Plants'
- ✓ Finding a Softscape Item to label with
- ✓ Placing a Softscape Label
- ✓ Labeling with Plant Keys
- ✓ Placing a Plant Schedule on a Drawing
- ✓ Creating a Plant Picture Catalogue
- ✓ Creating a custom list of Design Labels
- ✓ Finding and placing Design Labels
- ✓ Labeling for Estimation
- ✓ Creating a Material List

The Plant Label and Design Labels tools will help you label a drawing in a quick, easy and efficient manner. The main benefit is to eliminate the time spent transferring information from a drawing when manually generating a material list or quote.

In this chapter you'll discover how to build lists of plants and design labels you can use to label with. You will learn how to find your materials, how to use the tools available to speedup counting and measuring quantities, and how to benefit from helpful options for labeling.

The Plant Labeling Panel

The Plant Label Panel is used for labeling plants on your drawing in a much more efficient way than manually typing them in with the text tools. This label panel enables you to find plant names from a few sources in order to label your drawing:

1. **in My Plants**
2. **at dynascape.com**
3. **in My Favorites**

Before exploring this label panel, it is important to understand what these sources mean so you will be able to choose the one that is applicable to you:

1. What are My Plants?

The source of My Plants can be one of three options: Local, Manage Website or Legacy Q/M:

Local - Local means you can create your 'local' list (database) of plants that can be used for labeling your drawing. This local list is built and maintained through the Plant List Editor, a simple application that is accessed through the Plant Labeling Panel. When connected to the local list, all the plants in the list you search for will appear in the label panel. This is also referred to as operating in Standalone mode.

Manage Website - If you use DS|Manage360 (Manage Website) for generating quotes, you can build a list (database) of plants in that application to label with on your design. When connected to this online database you can search for plants with the benefit of being able to choose plant sizes and suppliers.

Legacy Q/M - If you have DS|Quote or DS|Manage and wish to continue to use it for labelling and generating estimates you can so as well. DS|Quote was included with DS|Design before the release of version 5. When connected to this database you can also search for plants with the benefit of being able to choose plant sizes and suppliers. If you have DS|Quote or DS|Manage it needs to be updated to version 4.5.

2. What is the Online Plant Database?

The Online Plant Database is DynaSCAPE's database of 9,000 plants that can be accessed through the labeling panel. There are no nursery sizes for these plants online. This online database can be used for a number of tasks:

1. To find and label plants on your drawing
2. To find plants to add to your plants (My Plant List)
3. To view cultural information about individual plants and a photo

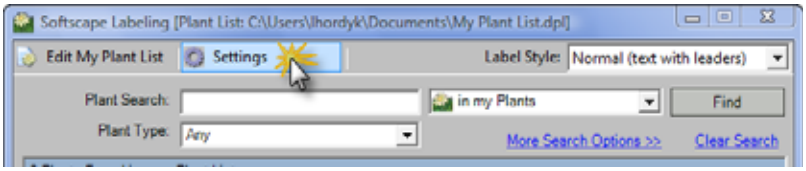
3. What are My Favorites?

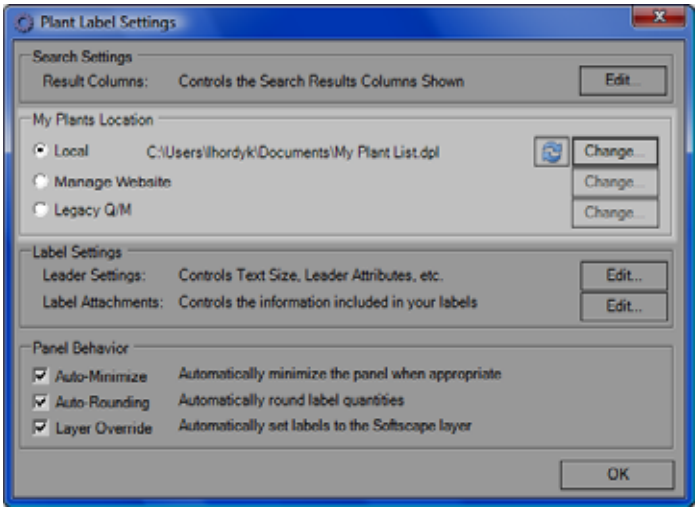
You can assign a favorites tag to your most used plants in your local list or your Manage Website list. The plants found here will be dependent on which list you are connected to: Local, Manage Website or Legacy Q/M. The purpose is to create a shorter list of plants to search across.

Choosing your Source of Plants for Labeling

Note: The default source of plants for labeling is the Plant List Editor, accessed through the Plant Labeling Panel. If you do not have the Manage Website version of DS|Manage360 or a Legacy version of DS|Quote or DS|Manage, you can skip this section.

If you have Manage Website version of DS|Manage360 or a Legacy version of DS|Quote or DS|Manage you will need to choose the correct option that the label panel is connected to in order to label plants on your drawings. To choose the correct option, click on the Settings button in your plant labeling panel to open the Plant Label Settings panel.





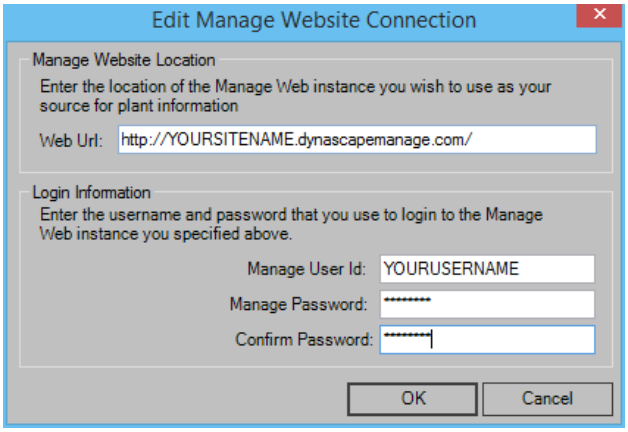
My Plants Location - “Local”

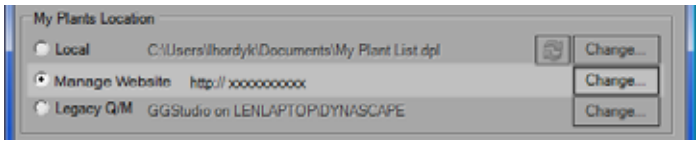
This is the default setting when you open DS|Design version 5 for the first time and until you change it to another option. As outlined earlier in this chapter, the Local plant list is used when operating in Standalone mode, with no connection to any other DynaSCAPE application. If you have more than one ‘Local’ list, you can switch to any of them here.

My Plants Location - “Manage Website”

If you are using DS|Manage360 (Manage Website) you can connect to it here. Click on the **Manage Website** option and then click **Change**. Type in your web Url, your user ID and your password to connect. Click **OK** to complete the connection. This will become your default location of your plants until you change it to another option. You

will only need to do this once unless you wish to change the database you are connecting to.

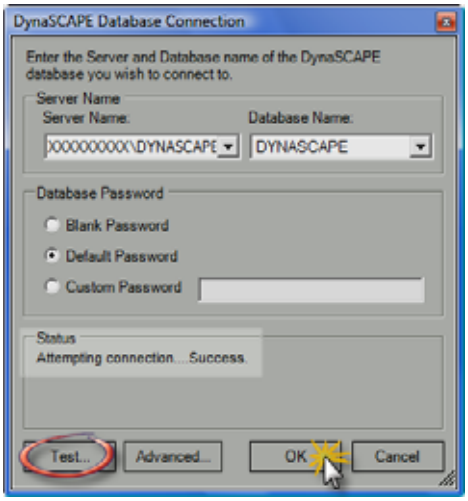

Edit Manage Website Connection
Manage Website Location
Enter the location of the Manage Web instance you wish to use as your source for plant information
Web Url:
http://YOURSITENAME.dynascapemanage.com/
Login Information
Enter the username and password that you use to login to the Manage Web instance you specified above.
Manage User Id:
YOURUSERNAME
Manage Password:
Confirm Password:
OK
Cancel

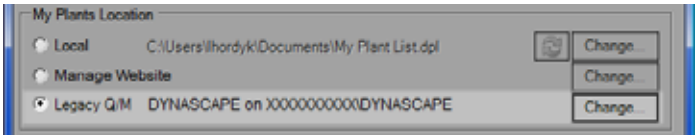


My Plants Location - “Legacy Q/M”

If you are using a legacy version of DS|Quote or DS|Manage you can connect to it here. Click on the **Legacy Q/M** option and then click **Change**. Find your server and database if it is not already set and then click **Test** to make sure it is connected. Click **OK** to complete the connection. This will become your default location of your plants

until you change it to another option. You will only need to do this once unless you wish to change the database you are connecting to.

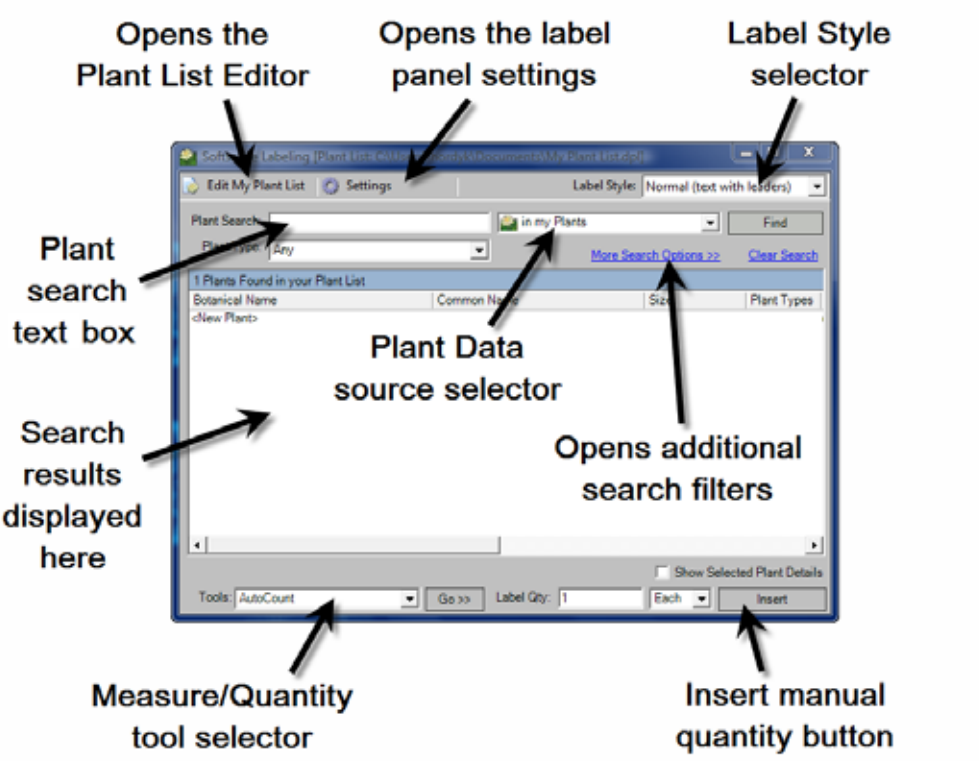




Exploring the Plant Label Panel

Our first step is to explore the Plant Label panel. You can open this panel by clicking the following icon on the DynaSCAPE sidebar folder.

The plant labeling panel will open:

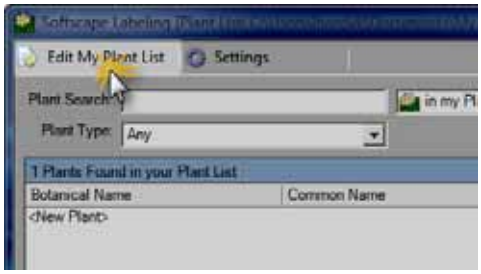


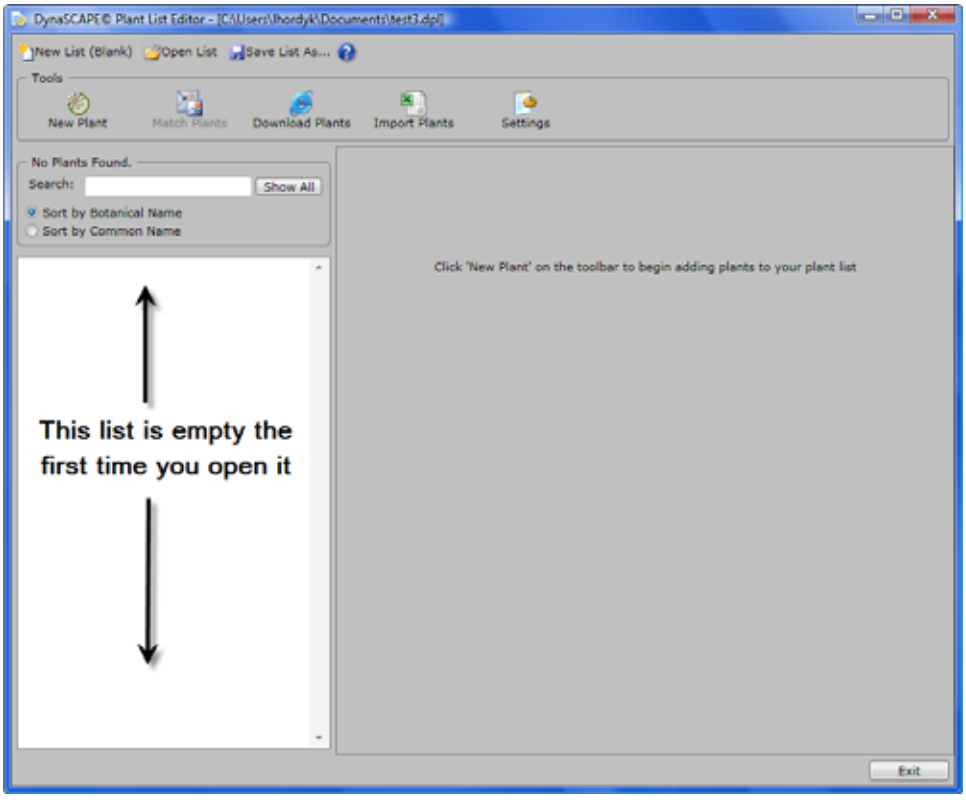
When opened for the first time, no plants will be displayed in the panel. This is because your list (database) has not been created yet. If you are using DynaSCAPE's Manage360 (Manage Website), DS|Quote or DS|Manage, you need to create it there. To create a local database of plants for labeling, use the Plant List Editor accessed through the Plant Label Panel.

Creating a Local Database of Plants (My Plant List)

The Plant List Editor

If you ar not using DS|Manage360 (Manage Website), or legacy versions of DS|Quote or DS|Manage, then you must create your own custom list of plants using the Plant List Editor. The Plant List Editor is the application that will hold your list (database) of plants that you can label your drawings with. To open it, click on the 'Edit My Plant List' button on the plant label panel.





Adding Plants to My Local Plant List

The Plant List Editor is empty when you start using Design and you can build it by adding your plants several different ways:

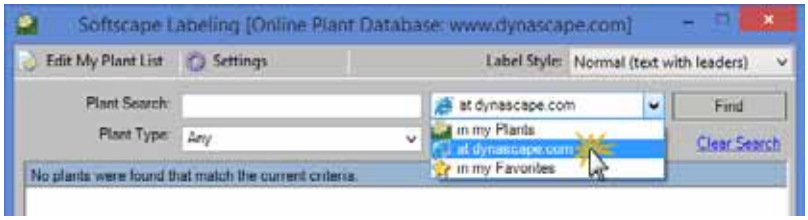
1. Searching at dynascape.com and adding plants one at a time
2. Downloading from the Online Plant Database by Zone
3. Importing from a supplier list or Quote/Manage database
4. Manually adding plants in the Plant List Editor

1). Adding Plants: By Searching across dynascape.com

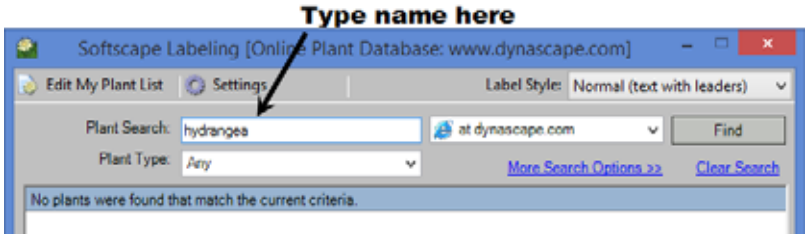
This is the recommended method for adding plants to your plant list. This method involves searching for specific plants or groups of plants on DynaSCAPE's Online Plant Database and choosing the ones you wish to add. By adding them this way, all your plants will be linked to the Online Database for viewing and using the pictures and cultural information found there.

To add plants using this method follow these steps:

1. Open the **Plant Label Panel** and choose the 'at dynascape.com' option to search across.



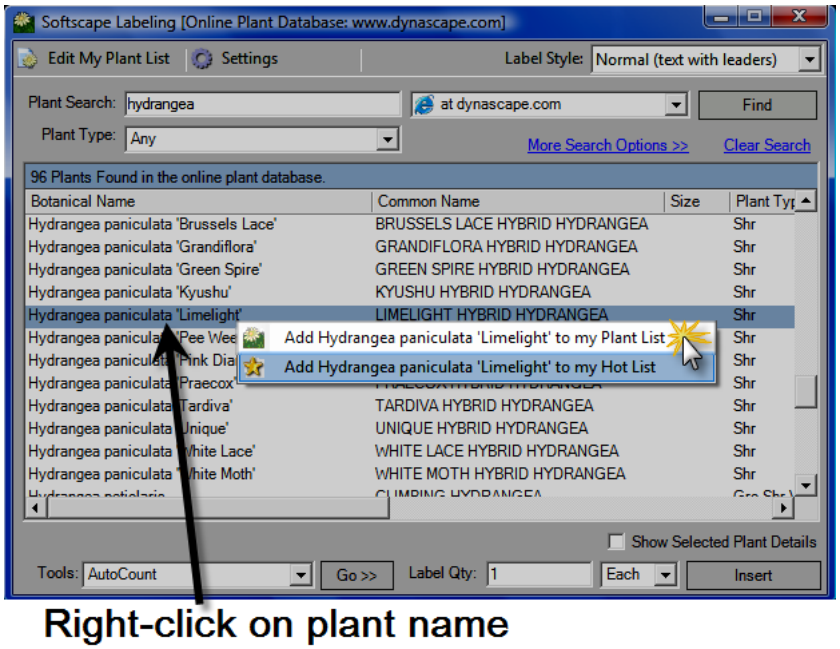
2. In the **Plant Search** text box type in part of the name of a plant you wish to add e.g. *chocolate ruffles* or just *chocolate*. (You can be specific, but remember that if you spell the name incorrectly it will not return any results.) You can search for a group of plants that you wish to add more than one of in the group e.g. *hydrangea*. You may also filter by Plant Type to narrow our search down.



3. Click **Find** or press [Enter] on your keyboard.

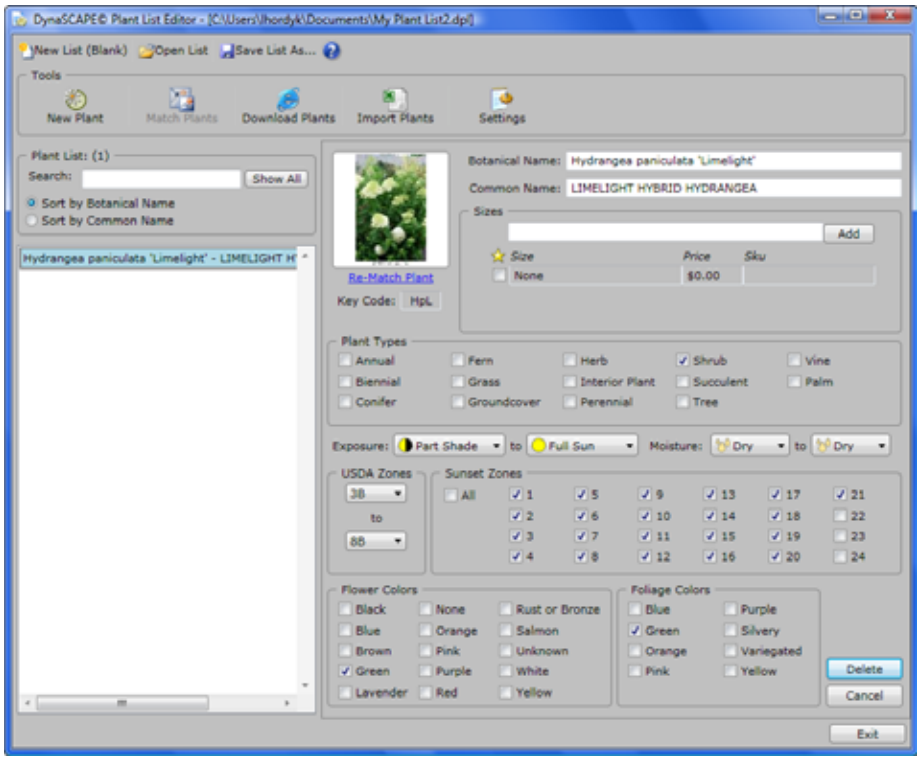
The results will be displayed in the panel. **Note**: If your request is not specific the list returned may be long and take a few seconds to appear. If the request is too general the list returned will get extremely long and you may get a message suggesting you refine your request.

4. Choose a plant from the list displayed and right-click on it. A menu will appear with two options. Choose '**Add [plant name] to my Plant List**'.


Softscape Labeling [Online Plant Database: www.dynascape.com]
Edit My Plant List
Settings
Label Style: Normal (text with leaders)
Plant Search: hydrangea
at dynascape.com
Find
Plant Type: Any
More Search Options >>
Clear Search
96 Plants Found in the online plant database.
Botanical Name
Common Name
Size
Plant Typ
Hydrangea paniculata 'Brussels Lace' BRUSSELS LACE HYBRID HYDRANGEA Shr
Hydrangea paniculata 'Grandiflora' GRANDIFLORA HYBRID HYDRANGEA Shr
Hydrangea paniculata 'Green Spire' GREEN SPIRE HYBRID HYDRANGEA Shr
Hydrangea paniculata 'Kyushu' KYUSHU HYBRID HYDRANGEA Shr
Hydrangea paniculata 'Limelight' LIMELIGHT HYBRID HYDRANGEA Shr
Add Hydrangea paniculata 'Limelight' to my Plant List
Add Hydrangea paniculata 'Limelight' to my Hot List
Hydrangea paniculata 'Tardiva' TARDIVA HYBRID HYDRANGEA Shr
Hydrangea paniculata 'Unique' UNIQUE HYBRID HYDRANGEA Shr
Hydrangea paniculata 'White Lace' WHITE LACE HYBRID HYDRANGEA Shr
Hydrangea paniculata 'White Moth' WHITE MOTH HYBRID HYDRANGEA Shr
Show Selected Plant Details
Tools: AutoCount
Go >>
Label Qty: 1
Each
Insert

Right-click on plant name

The plant will now appear in the plant list editor with all the cultural information added as well as a thumbnail image.

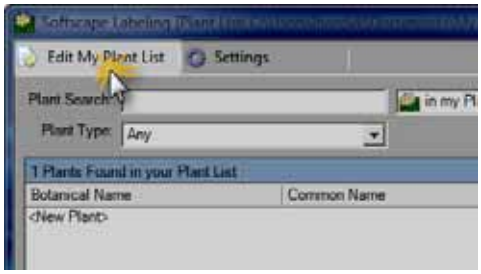


5. Continue adding as many plants as you wish the same way. When you switch to searching '**in my Plants'** these plants will appear in the panel. Click **Clear Search** to clear any plant names in the search box or any filters you may have set.

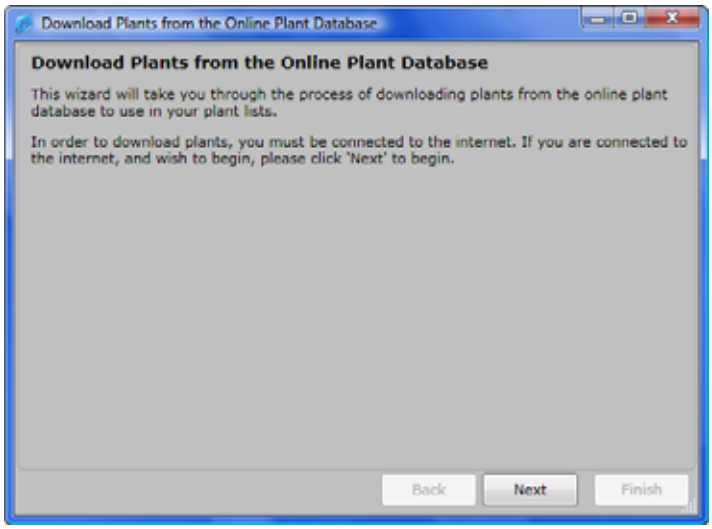
2). Adding Plants: by Downloading from Dynascape.com

Plants can also be downloaded in larger numbers to build your database. This method will get you all your plants at one time but the tendency is to download more plants than you really need and have to maintain. It is best to follow these steps in order to end up with a manageable list of plants:

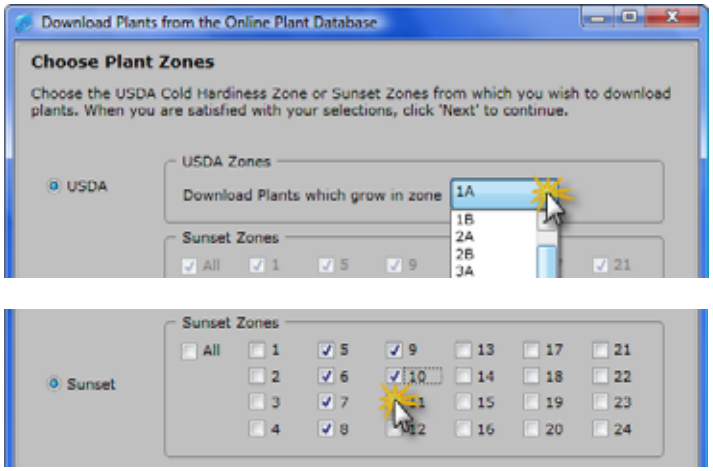
1. In the Plant Label Panel, click on the **Edit My Plant List** option to open the **Plant List Editor.**



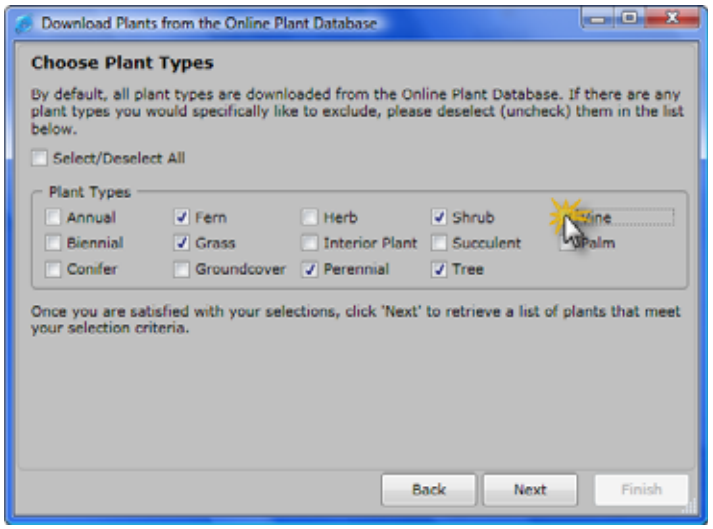
2. Click on the **Download Plant** option to open the download wizard. You need an internet connection in order to complete this process. Click **Next**.


Download Plants from the Online Plant Database
Download Plants from the Online Plant Database
This wizard will take you through the process of downloading plants from the online plant database to use in your plant lists.
In order to download plants, you must be connected to the internet. If you are connected to the internet, and wish to begin, please click 'Next' to begin.
Back
Next
Finish

3. Choose either your single USDA Zone or any number of Sunset Zones you wish to download from and then click **Next**.



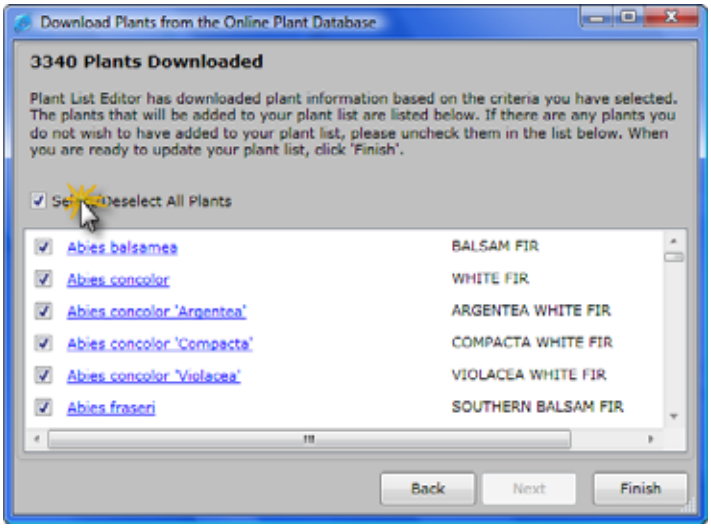
4. Choose the plant types you wish to include and then click N**ext.** Click **Back** if you wish to change the zone(s) chosen.



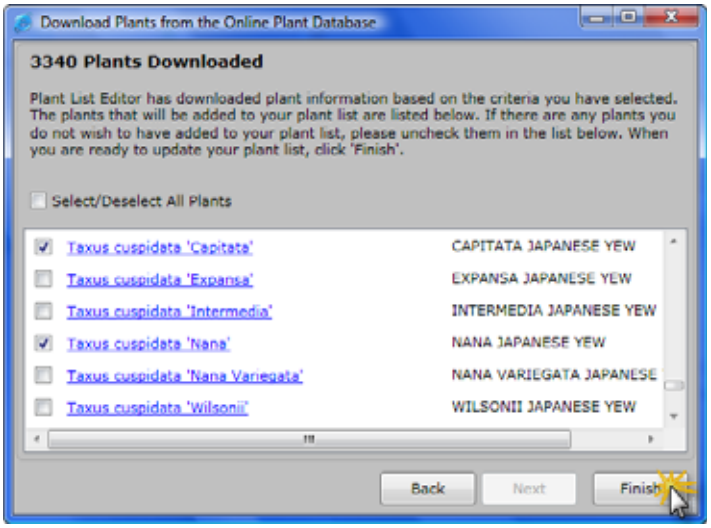
5. The download will start and may take a few minutes. When finished it will display a list of all plants requested by the zone and types chosen. Click **Back** if you wish to change the plant types chosen.

6. The Online Plant Database contains over 9,000 plants and as a result you may have a list of 5,000 plants to go through from any of the zones you choose. All the plants are selected by default, but it is recommended that you click on the Select/Deselect All Plants option and then scroll through the list and check off the plants you wish to have in your plant list.

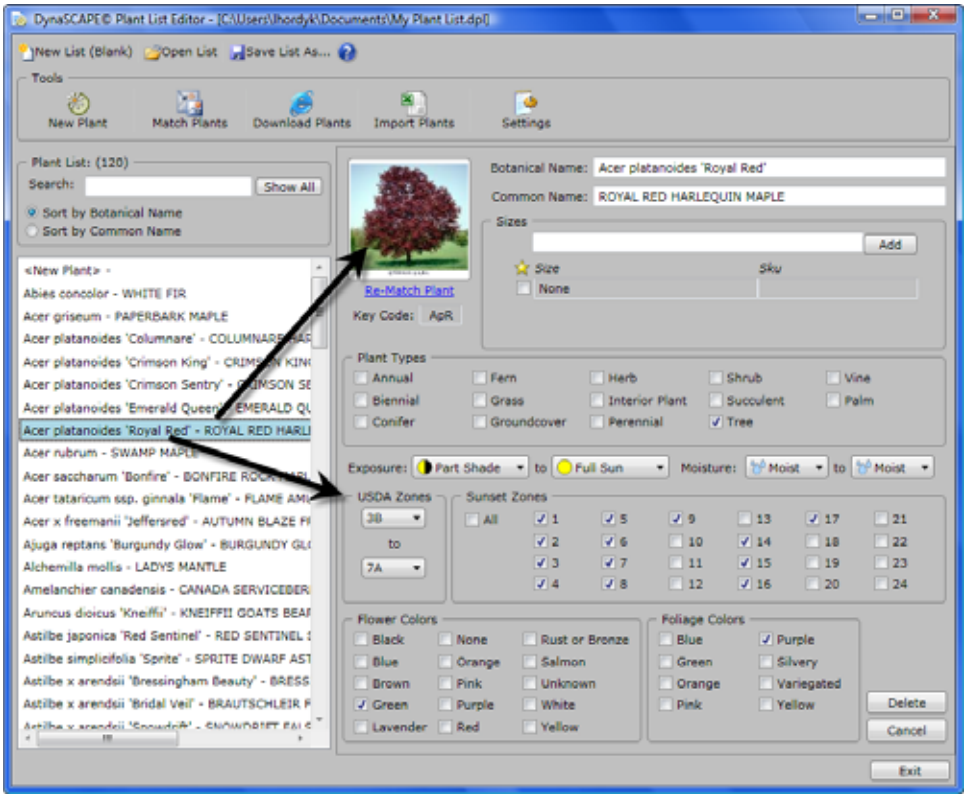
Maximizing the panel will allow you to see more plants at one time. Remember, the shorter the list in your database the easier it will be to manage and find plants you are looking for. Each botanical name is a link


Download Plants from the Online Plant Database
3340 Plants Downloaded
Plant List Editor has downloaded plant information based on the criteria you have selected. The plants that will be added to your plant list are listed below. If there are any plants you do not wish to have added to your plant list, please uncheck them in the list below. When you are ready to update your plant list, click 'Finish'.
Select/Deselect All Plants
Abies balsamea
BALSAM FIR
Abies concolor
WHITE FIR
Abies concolor 'Argentea'
ARGENTEA WHITE FIR
Abies concolor 'Compacta'
COMPACTA WHITE FIR
Abies concolor 'Violacea'
VIOLACEA WHITE FIR
Abies fraseri
SOUTHERN BALSAM FIR
Back
Next
Finish

to the image and cultural information online. After your plants have been selected click **Finish**. If you have forgotten any plants you can always search for them at dynascape.com and add them one by one as outlined in the first method.


Download Plants from the Online Plant Database
3340 Plants Downloaded
Plant List Editor has downloaded plant information based on the criteria you have selected. The plants that will be added to your plant list are listed below. If there are any plants you do not wish to have added to your plant list, please uncheck them in the list below. When you are ready to update your plant list, click 'Finish'.
Select/Deselect All Plants
Taxus cuspidata 'Capitata'
CAPITATA JAPANESE YEW
Taxus cuspidata 'Expansa'
EXPANSA JAPANESE YEW
Taxus cuspidata 'Intermedia'
INTERMEDIA JAPANESE YEW
Taxus cuspidata 'Nana'
NANA JAPANESE YEW
Taxus cuspidata 'Nana Variegata'
NANA VARIEGATA JAPANESE
Taxus cuspidata 'Wilsonii'
WILSONII JAPANESE YEW
Back
Next
Finish

7. Once the plants have been added to the Plant List Editor click **Close**. The downloaded plants will be displayed in the Plant List Editor, with a thumbnail picture of each plant and all the cultural information set.



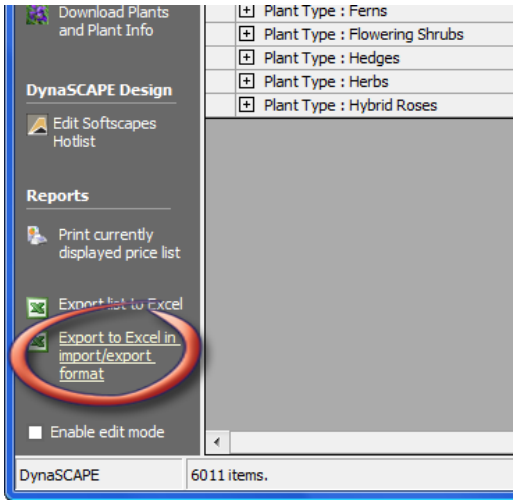
8. You can now add sizes to your plants as you need. Click **Exit** to close the Plant List Editor. If your Plant Label Panel is set to 'in my Plants', the downloaded list will appear in the panel, ready for labeling.

3). Adding Plants: Importing a List

To build your database you can also import an already made list a plants. This could be a list provided to you by a supplier (local nursery) or one that you had built in DS|Quote or DS|Manage.

The advantage of this method is that it is a quick way to build your list of plants, especially if you have gone through a similar process with DS|Quote or Manage. This method will also import any sizes and prices that are part of the file. The disadvantage of this method is that cultural information will need to be added afterwards and the plants will all need to be matched to the Online Plant Database to take advantage of some of Design's features.

If you have created a database in DS|Quote or DS|Manage and wish to import it into the Plant List Editor, you need to export it from DS|Quote or DS|Manage in 'import/export format first. To do this, open the Softscapes section of the Price List in DS|Quote or DS|Manage and click on 'Export to Excel in import/export format.



Important: Setting up the an Excel File for Import:

In order for Design to import a plant list into the Plant List Editor, the file must be set up correctly. Design can only import a '.csv' type of file (Comma Separated Value) or a comma delimited '.txt' file. A '.csv' file can be created using Microsoft Excel and can be modified using Microsoft Excel and Notepad.

The following plant Information is the only information that can be imported:

1. Botanical Name*
2. Common Name*
3. Size
4. Price
5. SKU #

* 'Botanical Name' and 'Common Name' are required, while 'Size', 'Price' and 'SKU #' are optional.

Follow these steps to prepare the file for import:

1. Open the file in Excel.

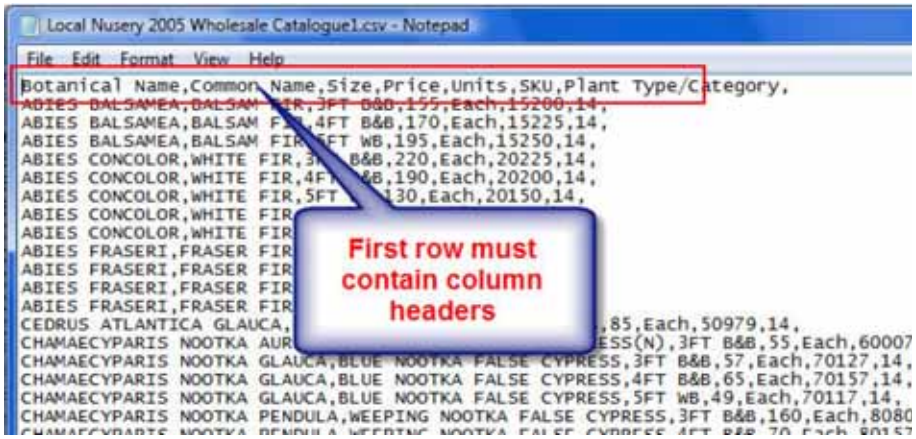
2. If column headers already exist, make sure they match the following exactly. Any columns not matching these names will be ignored:

Botanical Name, Common Name, Size, Price, SKU

The column headers must match the requirements and be spelled correctly.

	A	B	C	D	E	F	G
1	Botanical Name	Common Name	Size	Price	Units	SKU	Plant Type
2	ABIES BALSAMEA	BALSAM FIR	3FT B&B	155	Each	15200	14
3	ABIES BALSAMEA	BALSAM FIR	4FT B&B	170	Each	15225	14
4	ABIES BALSAMEA	BALSAM FIR	5FT WB	195	Each	15250	14
5	ABIES CONCOLOR	WHITE FIR	3FT B&B	220	Each	20225	14
6	ABIES CONCOLOR	WHITE FIR	4FT B&B	190	Each	20200	14
7	ABIES CONCOLOR	WHITE FIR	5FT WB	130	Each	20150	14
8	ABIES CONCOLOR	WHITE FIR	WB	250	Each	20250	14
9	ABIES CONCOLOR	WHITE FIR	WB	160	Each	20175	14
10	ABIES FRASERI	FRASER FIR	B&B	135	Each	30175	14
11	ABIES FRASERI	FRASER FIR	WB	215	Each	30250	14
12	ABIES FRASERI	FRASER FIR	WB	155	Each	30200	14
13	ABIES FRASERI	FRASER FIR	WB	110	Each	30150	14
14	CEDRUS ATLANTICA GLAUCA	BLUE ATLAS CEDAR (N)	5FT WB	85	Each	50979	14
15	CHAMAECYPARIS NOOTKA AUREA	GOLDEN NOOTKA FALSE CYPRES	3FT B&B	55	Each	60007	14

Only columns with headers will be imported. The order of the column does not matter e.g. the first column can be SKU.


Local Nursery 2005 Wholesale Catalogue1.csv - Notepad
File Edit Format View Help
Botanical Name,Common Name,Size,Price,Units,SKU,Plant Type/Category,
ABIES BALSAMEA,BALSAM FIR,3FT B&B,155,Each,15200,14,
ABIES BALSAMEA,BALSAM FIR,4FT B&B,170,Each,15225,14,
ABIES BALSAMEA,BALSAM FIR,5FT WB,195,Each,15250,14,
ABIES CONCOLOR,WHITE FIR,3FT B&B,220,Each,20225,14,
ABIES CONCOLOR,WHITE FIR,4FT B&B,190,Each,20200,14,
ABIES CONCOLOR,WHITE FIR,5FT WB,130,Each,20150,14,
ABIES CONCOLOR,WHITE FIR
ABIES CONCOLOR,WHITE FIR
ABIES FRASERI,FRASER FIR
ABIES FRASERI,FRASER FIR
ABIES FRASERI,FRASER FIR
ABIES FRASERI,FRASER FIR
CEDRUS ATLANTICA GLAUCA,
CHAMAECYPARIS NOOTKA AUR
CHAMAECYPARIS NOOTKA GLAUCA,BLUE NOOTKA FALSE CYPRESS,3FT B&B,57,Each,70127,14,
CHAMAECYPARIS NOOTKA GLAUCA,BLUE NOOTKA FALSE CYPRESS,4FT B&B,65,Each,70157,14,
CHAMAECYPARIS NOOTKA GLAUCA,BLUE NOOTKA FALSE CYPRESS,5FT WB,49,Each,70117,14,
CHAMAECYPARIS NOOTKA PENDULA,WEEPING NOOTKA FALSE CYPRESS,3FT B&B,160,Each,8080
First row must contain column headers

Note: If using a Text file instead of an Excel file, the file must have column headers and each column must be separated by a comma. Each plant must be on its own row.

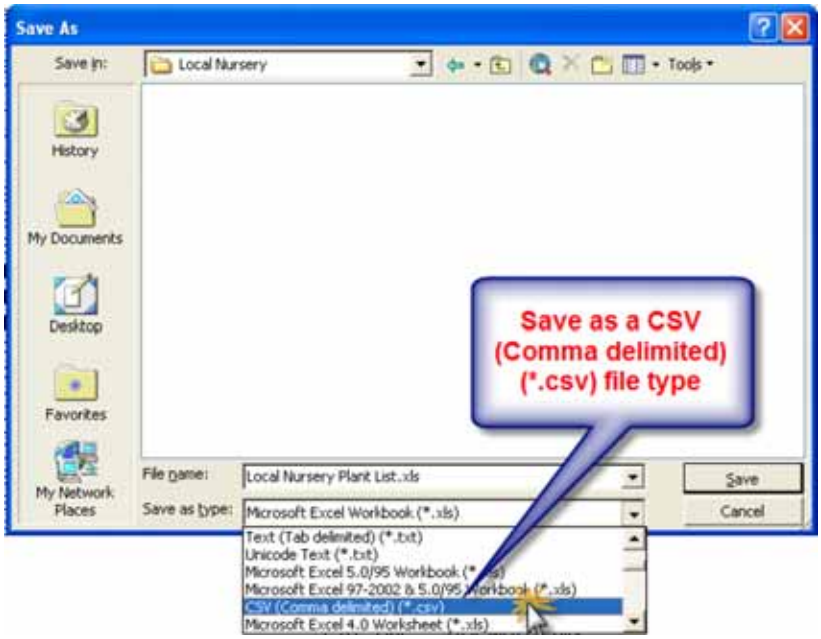
3. If column headers do not already exist, add a new row with the header names mentioned above. This row **must** be the first row.

4. If the file contains multiple worksheets you must copy all the data to one worksheet. Only data on the tab that was visible at the time it was saved will be imported.

5. Remove any blank or incomplete rows.

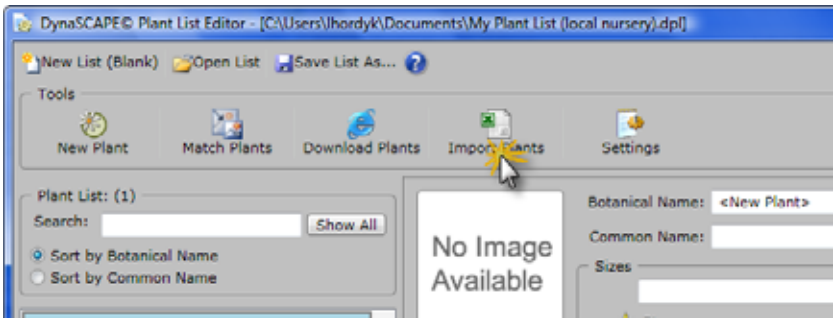
6. Remove any plants or plants with sizes that you do not wish to import. The more plants you import, the more you will need to manage.

7. Save the file as a CSV (Comma delimited)(*.csv) type. This is the file you will import into the Plant List Editor

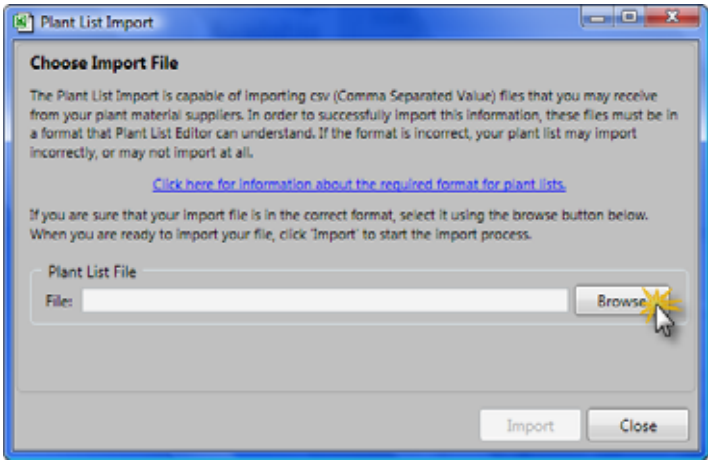


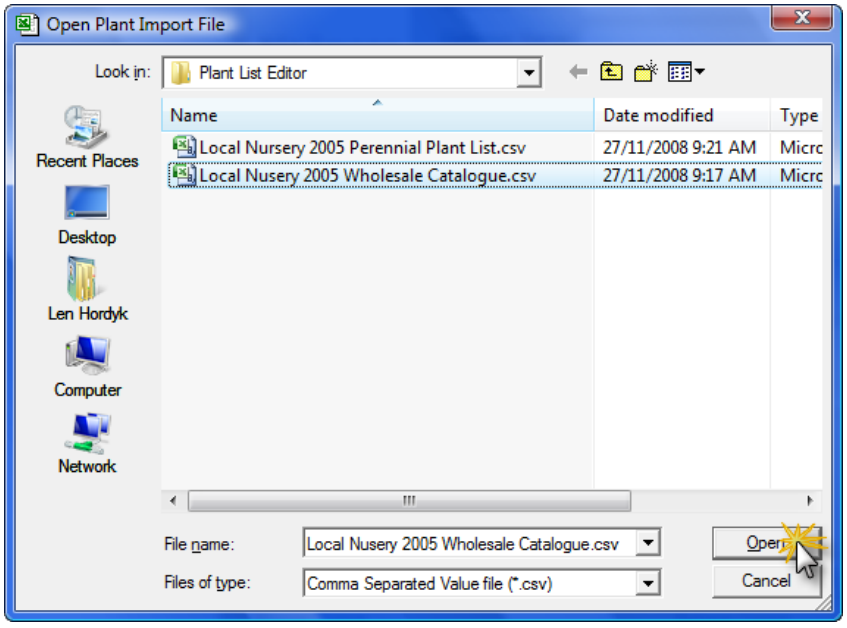
8. To import the .csv file open the Plant Label Panel and the Plant List Editor (Edit My Plant List).

9. Click on Import Plants to open the Plant Import Wizard.

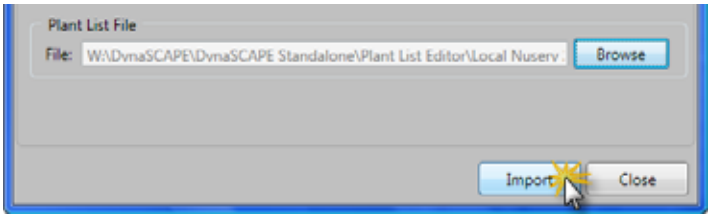


10. Click **Browse** to find the .csv file to import. Locate the file and click **Open**.

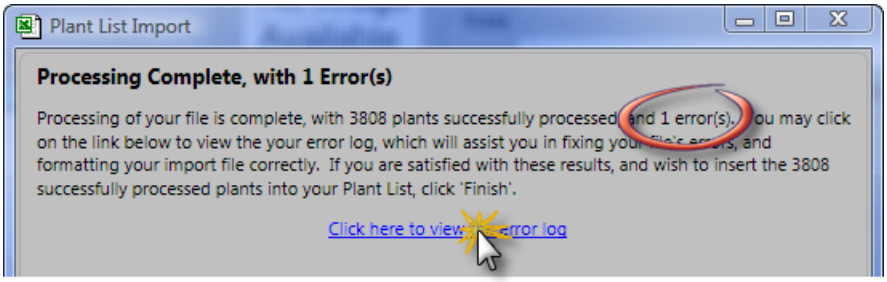

Plant List Import
Choose Import File
The Plant List Import is capable of importing csv (Comma Separated Value) files that you may receive from your plant material suppliers. In order to successfully import this information, these files must be in a format that Plant List Editor can understand. If the format is incorrect, your plant list may import incorrectly, or may not import at all.
Click here for information about the required format for plant lists.
If you are sure that your import file is in the correct format, select it using the browse button below. When you are ready to import your file, click 'Import' to start the import process.
Plant List File
File:
Browse...
Import
Close

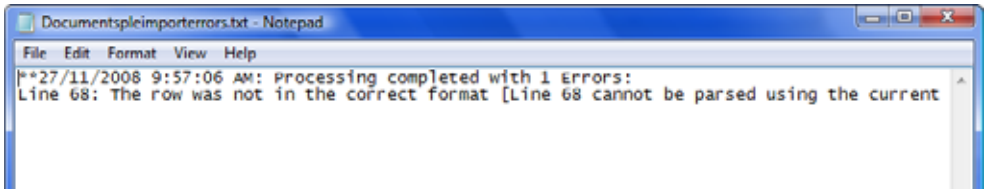


11. Click on the Import button.



12. The process will complete awaiting your confirmation. If there were any errors, click on the link to view the **Error Log**. The error log will explain the


Plant List Import
Processing Complete, with 1 Error(s)
Processing of your file is complete, with 3808 plants successfully processed and 1 error(s).
on the link below to view the your error log, which will assist you in fixing
formatting your import file correctly. If you are satisfied with these results, and wish to insert the 3808
successfully processed plants into your Plant List, click 'Finish'.
Click here to view the error log


Documentspleimporterrors.txt - Notepad
File Edit Format View Help
**27/11/2008 9:57:06 AM: Processing completed with 1 Errors:
Line 68: The row was not in the correct format [Line 68 cannot be parsed using the current

errors and the line in which the error occurred so you can go back to the file to fix it. If no errors occurred, click **Finish**. Once the import is complete the wizard will close and the imported plants will appear in the Plant List Editor.

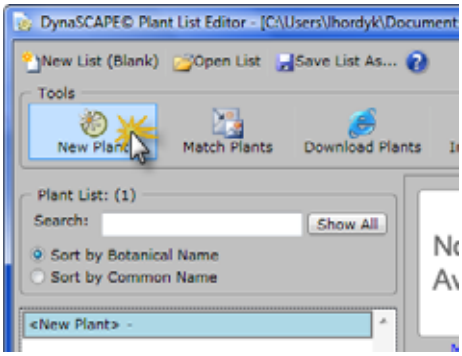
13. All imported plants need to be matched to the Online Plant Database. You match them one at a time or use the Batch Matching and Update Wizard.*

**Note: This feature will be available in a future update.*

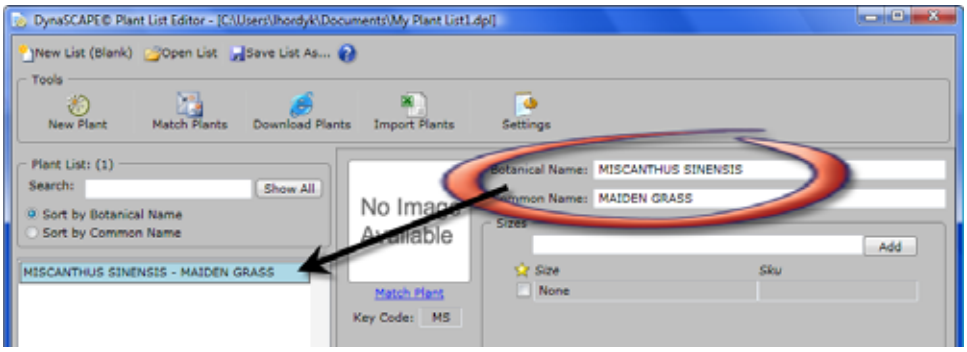
4). Adding Plants: Manually

You can also manually add plants, on at a time as you need them. To add a plant manually, follow these steps.

1. Open the Plant List Editor. Click on New Plant to start adding a new plant record. By default each blank list will have one '<New Plant>' which you can delete or just replace the botanical name to your new plant name.



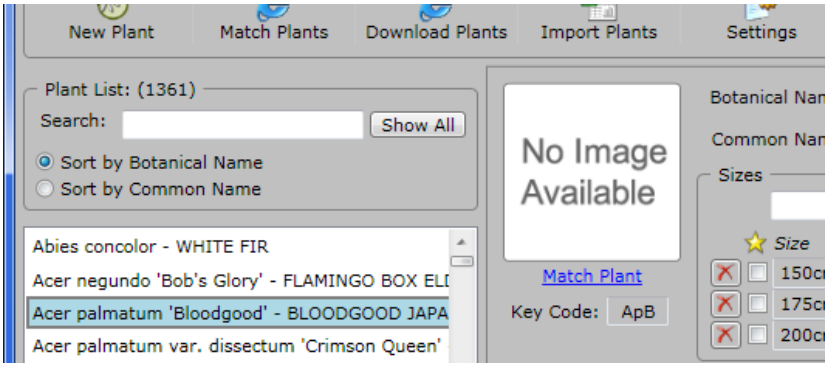
2. Type in the Botanical Name, Common Name and add any sizes and prices you need for this plant (see Adding Sizes). Plants and any changes you make are automatically saved to the database as you type or choose options.



3. This isn't an image showing in the thumbnail picture placeholder because the plant has not been match to the Online Plant Database. (See Matching Plants to the Online Plant Database.)

Matching Plants to the Online Plant Database

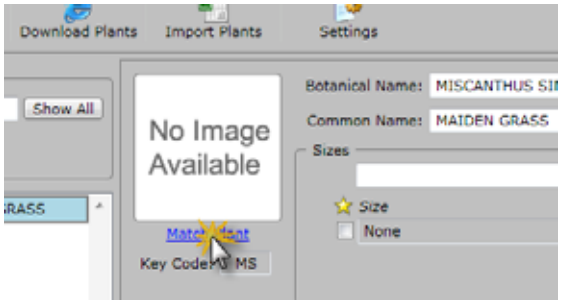
If a plant is not matched it will display the message “No Image Available”. You can match plants to the Online Plant Database (dynascape.com) individually or by clicking on ‘Match Plants’ and using the Batch Matching and Update Wizard.



Matching and Updating Plants Individually

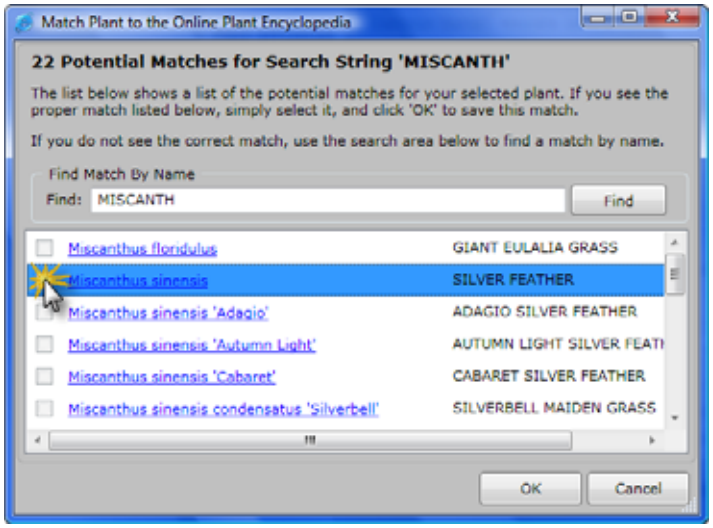
To match plants one at a time, follow these steps:

1. Click on the **Match Plant** option under the plants’ picture placeholder. To open the plant matching wizard.



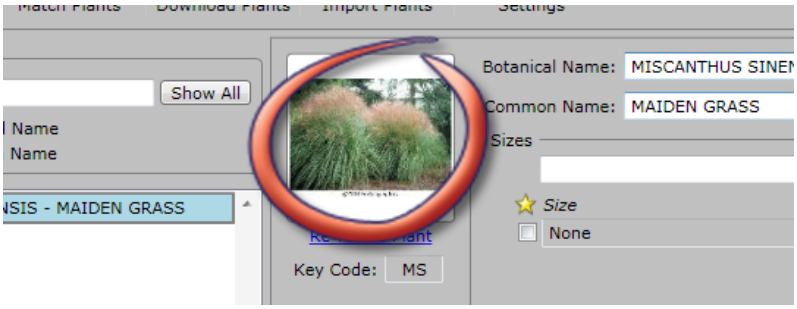
2. The wizard will attempt to match your plant to plants on the Online Plant Database. You may get one or more matches displayed. If there are more than one plant in the list returned, click on the check box beside the plant

that is the best match. If no match is found, check your spelling and try again or try different spellings to come up with a match.


Match Plant to the Online Plant Encyclopedia
22 Potential Matches for Search String 'MISCANTH'
The list below shows a list of the potential matches for your selected plant. If you see the proper match listed below, simply select it, and click 'OK' to save this match.
If you do not see the correct match, use the search area below to find a match by name.
Find Match By Name
Find: MISCANTH
Find
Miscanthus floridulus
GIANT EULALIA GRASS
Miscanthus sinensis
SILVER FEATHER
Miscanthus sinensis 'Adagio'
ADAGIO SILVER FEATHER
Miscanthus sinensis 'Autumn Light'
AUTUMN LIGHT SILVER FEATH
Miscanthus sinensis 'Cabaret'
CABARET SILVER FEATHER
Miscanthus sinensis condensatus 'Silverbell'
SILVERBELL MAIDEN GRASS
OK
Cancel

Note: The botanical names displayed are also links to the plant details on the Online Plant Database. If you click on the botanical name, your browser will open to that plants detail page online.

3. Click **OK** to complete the match. A thumbnail picture will appear in the picture placeholder, confirming the plant has been matched.



4. If the match is not correct, click on **Re-Match Plant.**

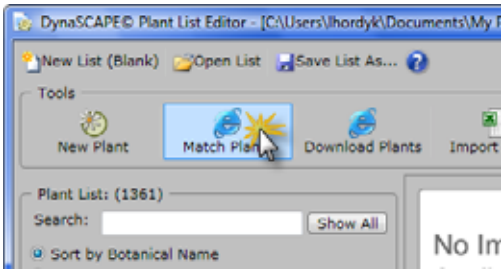
Important

When the Plant List Editor is opened for the first time in a session, the images will load slowly the first time you click on a plant. After that they will load quickly because DynaSCAPE saves the image in memory. If you are not connected to the internet or you do not have a valid DynaSCAPE subscription, no image will appear.

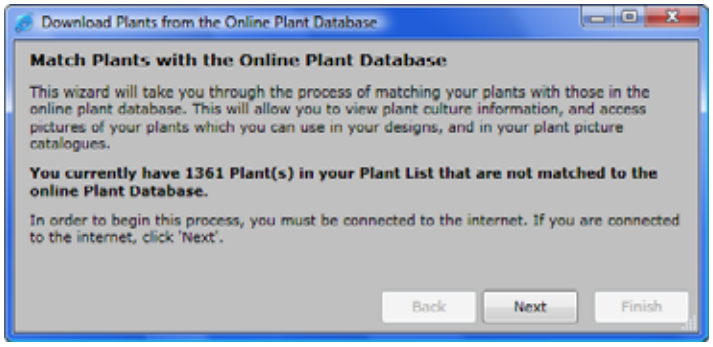
Matching Plants Using the Batch Matching Wizard

To match all your plants at one time follow these steps:

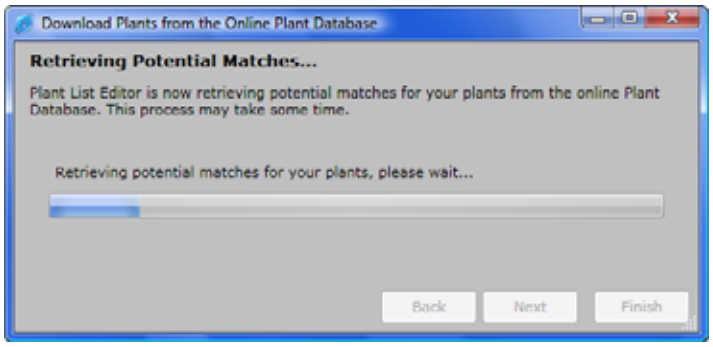
1. Click on the Match Plants icon to open the The Batch Match and Update Wizard.



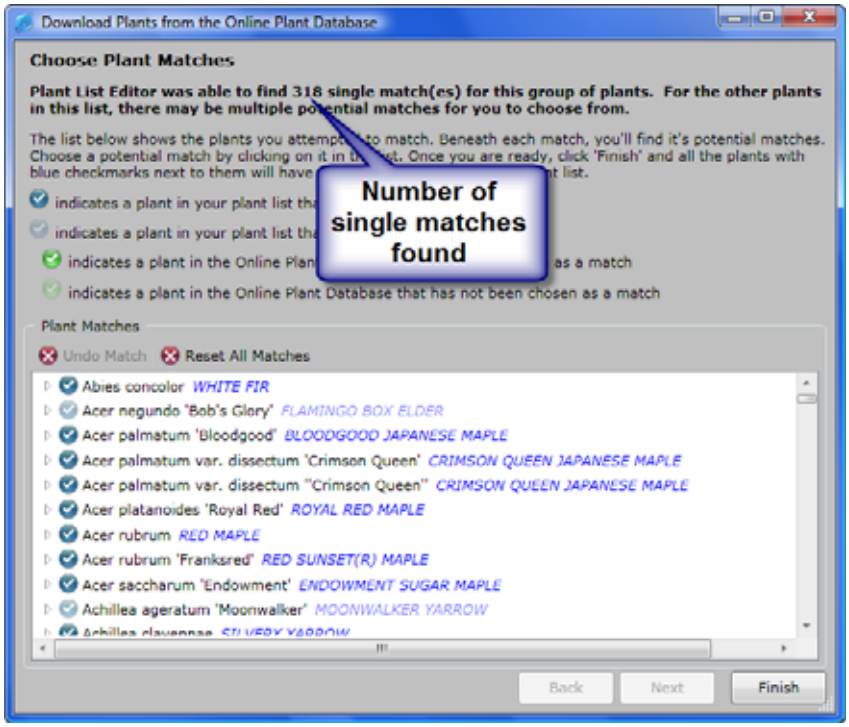
2. The wizard will open with an explanation of the process and the total number of plants in your list that are not matched. Click **Next** to start the matching process.


Download Plants from the Online Plant Database
Match Plants with the Online Plant Database
This wizard will take you through the process of matching your plants with those in the online plant database. This will allow you to view plant culture information, and access pictures of your plants which you can use in your designs, and in your plant picture catalogues.
You currently have 1361 Plant(s) in your Plant List that are not matched to the online Plant Database.
In order to begin this process, you must be connected to the internet. If you are connected to the internet, click 'Next'.
Back
Next
Finish

3. If your list is long, the matching process may take some time. When

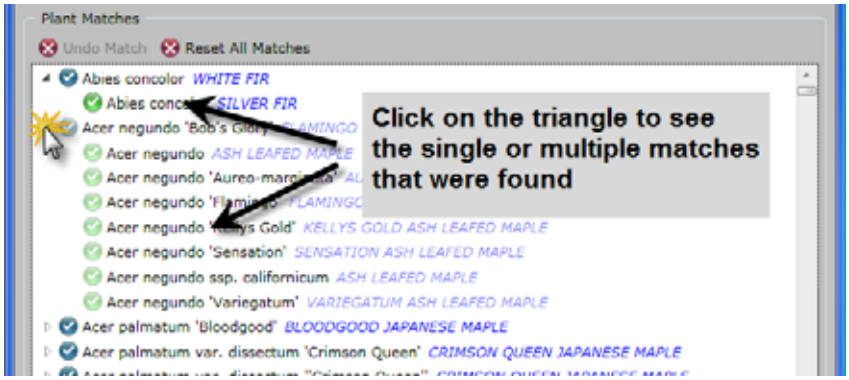

Download Plants from the Online Plant Database
Retrieving Potential Matches...
Plant List Editor is now retrieving potential matches for your plants from the online Plant Database. This process may take some time.
Retrieving potential matches for your plants, please wait...
Back
Next
Finish

finished, a panel will open showing the matches found for the plants in your list. It will tell you how many single matches were found.


Download Plants from the Online Plant Database
Choose Plant Matches
Plant List Editor was able to find 318 single match(es) for this group of plants. For the other plants in this list, there may be multiple potential matches for you to choose from.
Number of single matches found
indicates a plant in the Online Plant Database that has not been chosen as a match
Plant Matches
Undo Match
Reset All Matches
Abies concolor WHITE FIR
Acer negundo 'Bob's Glory' FLAMINGO BOX ELDER
Acer palmatum 'Bloodgood' BLOODGOOD JAPANESE MAPLE
Acer palmatum var. dissectum 'Crimson Queen' CRIMSON QUEEN JAPANESE MAPLE
Acer palmatum var. dissectum "Crimson Queen" CRIMSON QUEEN JAPANESE MAPLE
Acer platanoides 'Royal Red' ROYAL RED MAPLE
Acer rubrum RED MAPLE
Acer rubrum 'Franksred' RED SUNSET(R) MAPLE
Acer saccharum 'Endowment' ENDOWMENT SUGAR MAPLE
Achillea ageratum 'Moonwalker' MOONWALKER YARROW
Back
Next
Finish

The color of the check mark beside each plant name will indicate whether your plant has one or more matches: Dark blue means a single match has been found while light blue means more than one match has been found and you are required to pick the one you believe is the best match.

4. Click on the small triangle beside the plant names to view the single or multiple matches found.


Plant Matches
Undo Match
Reset All Matches
Abies concolor WHITE FIR
Acer negundo ASH LEAFED MAPLE
Acer negundo 'Sensation' SENSATION ASH LEAFED MAPLE
Acer negundo ssp. californicum ASH LEAFED MAPLE
Acer negundo 'Variegatum' VARIEGATUM ASH LEAFED MAPLE
Acer palmatum 'Bloodgood' BLOODGOOD JAPANESE MAPLE
Acer palmatum var. dissectum 'Crimson Queen' CRIMSON QUEEN JAPANESE MAPLE
Click on the triangle to see the single or multiple matches that were found

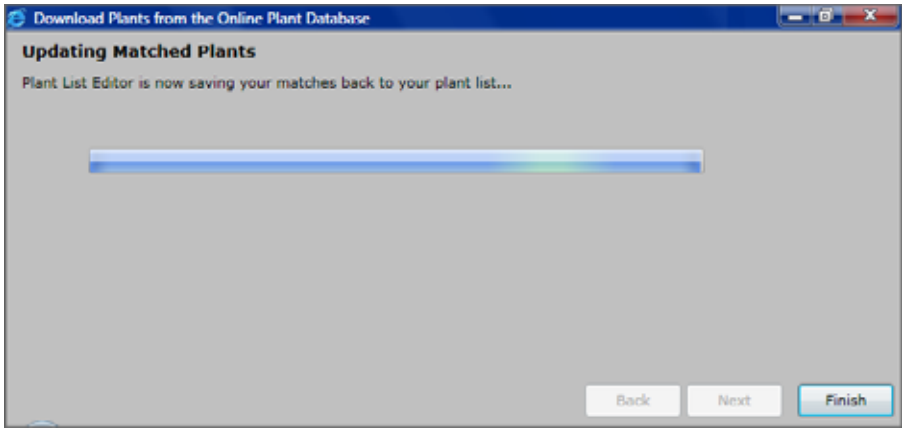
5. For the plants with a light blue check mark you need to pick one of the multiple plants that you think is the best match. If you cannot find a close match you may leave it unmatched. Unmatched plants will not have a

picture or updated cultural information. For unmatched plants you can link to your own picture later and set your own cultural information.

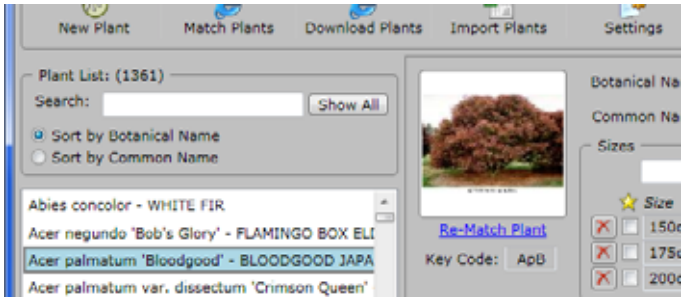
For plants with multiple matches, the plant you select will have a bright green check mark, while the other plants will have a light green check mark. If you decide you want to have it un-matched after you have selected one you will need to click on Undo Match.

Plant Matches
Undo Match
Reset All Matches
Abies concolor WHITE FIR
Acer negundo 'Bob's Glory' FLAMINGO BOX ELDER
Acer negundo ASH LEAFED MAPLE
Acer negundo 'Aureo-marginata' AUREO-MARGINATA ASH LEAFED MAPLE
Acer negundo 'Flamingo' FLAMINGO ASH LEAFED MAPLE
Acer negundo 'Kellys Gold' KELLYS GOLD ASH LEAFED MAPLE
Acer negundo 'Sensation' SENSATION ASH LEAFED MAPLE
Acer negundo ssp. californicum ASH LEAFED MAPLE
Acer negundo 'Variegatum' VARIEGATUM ASH LEAFED MAPLE
Acer palmatum 'Bloodgood' BLOODGOOD JAPANESE MAPLE
Acer palmatum 'Bloodgood' BLOODGOOD JAPANESE MAPLE
Acer palmatum var. dissectum 'Crimson Queen' CRIMSON QUEEN JAPANESE MAPLE

6. Once you have chosen your best matches, click **Finish**. A screen with a progress bar will show that the matched plants are being updated.


Download Plants from the Online Plant Database
Updating Matched Plants
Plant List Editor is now saving your matches back to your plant list...
Back
Next
Finish

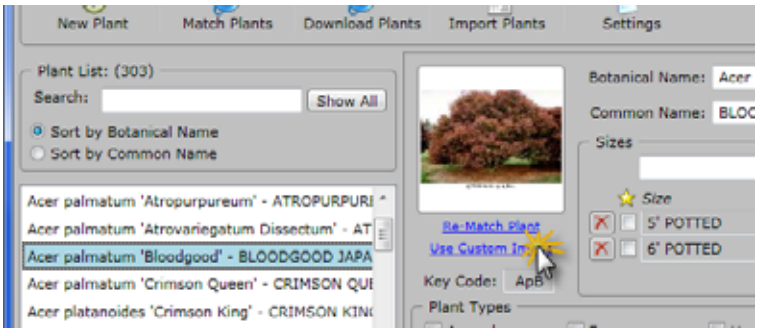
7. When the process is completed, the **Finish** button will change to Close. Click **Close** to complete the matching process. Your matched plants will now have images visible and updated cultural information.



Using Custom Images for My Plants (New!)

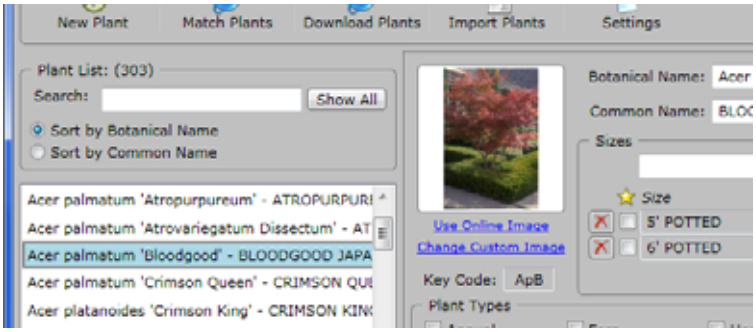
If there isn't a match for a plant you have in your list you can use your own or if you prefer to use your own picture for any plant, you can. This picture will become your default picture when adding an image to your drawing based on a label and when creating a Plant Picture Catalogue. To use your own picture in the Plant List Editor, follow these steps:

1. In the Plant List Editor, click on **Use Custom Image**. It will open a dialog window where you can browse to an image file (JPEG). Once your preferred picture is found click **Open**.



2. The new image you selected will now become the thumbnail image. If you need to change your custom image you can click on **Change Custom**

Image and find another one and you can also switch back to the DynaSCAPE image by clicking on **Use Online Image.**



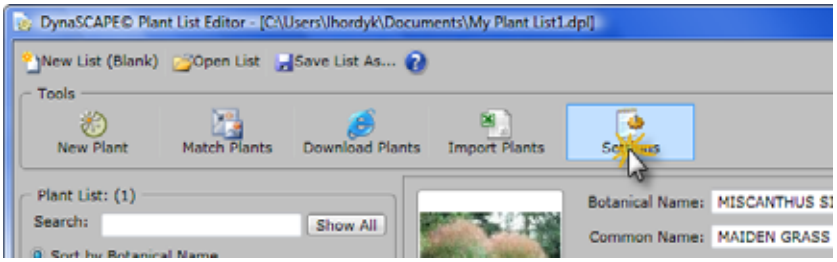
Plant Sizes in the Plant List Editor

You can add multiple sizes to each plant in the Plant List Editor in order to label with specific plant sizes. The best way to do this is to first set up a master list of the different sizes you would typically use and then add them to your plants.

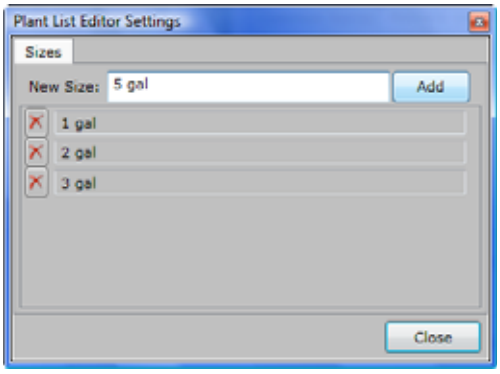
Creating a Master List of Sizes

To set up a master list of your different sizes, follow these steps:

1. In the Plant List Editor, click on **Settings** to open the **Plant List Editor Settings** panel.



2. In the **New Size** text box type in a size and then click **Add**. Start with your smallest sizes first to created an ordered list that will help you find these sizes when adding them to plants.



3. Sizes can be edited in the list and removed by clicking on the 'X' beside the size.

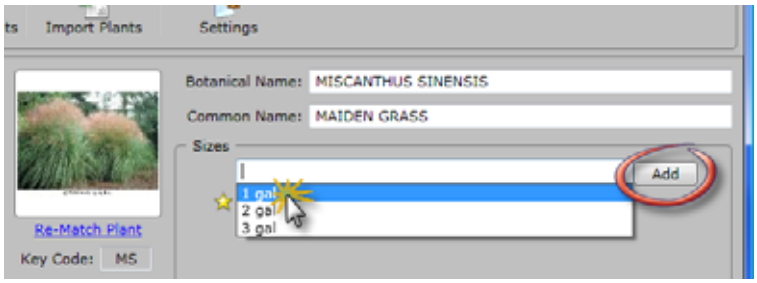
4. Click **Close** to save your list of sizes or changes.

Adding Sizes to My Plants

Follow these steps to add size to your plants:

1. Select a plant that you wish to add sizes to.

2. Click inside the **Sizes** text box. If you had already created a master list, those sizes will appear in a drop down menu. Choose a size and click **Add**.



If you do not have a master list you can type your sizes manually and then click **Add**.

If your master list is long, it will shrink as you type, allowing you to quickly find your size.

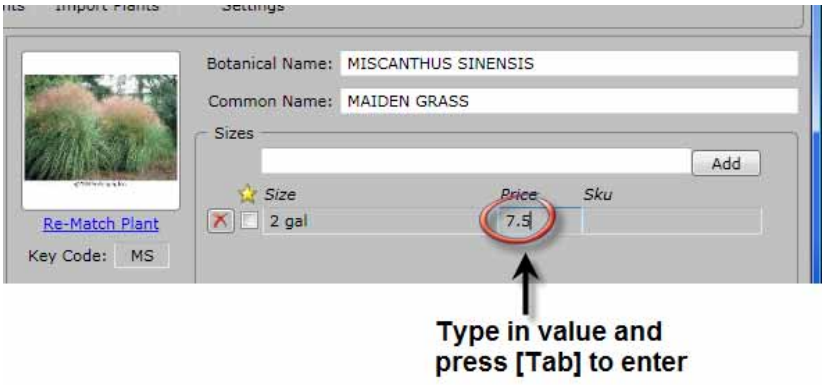
Adding Prices to My Plant Sizes

You can add a price to each size you add to a plant. This price is used to create a plant material list with total prices to assist in preparing an estimate or cost sheet. The price you assign to each size depends on whether you want your material list to reflect your actual costs or a marked-up price. You can decide what is best for you.

To add a price:

1. Select the plant you wish to add prices to.

2. Click inside the Price column beside a size, type in the price for that size and press [Tab].



Note: DynaSCAPE will automatically convert your price to currency. This means it will add the dollar sign and required zeros.

Finding a Plant in My Plants

If your plant list is long it may be difficult to scroll through the list to find a plant. You can use the Search option to find a specific plant or a group of plants. The Plant List Editor use 'type-ahead' functionality, which shortens your list as you type, refreshing

the results list every two seconds. To clear the results and return to viewing the entire list click on **Show All.**

Creating and Managing Multiple Lists

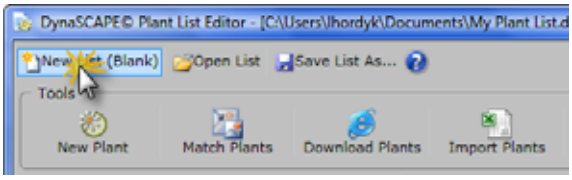
The Plant List Editor allows you to create and label from multiple plant lists. A designer working for multiple contractors or nurseries can create and work from a separate list of plants for each of them.

Important

If you are using Design version 5.x and are working with a contractor with whom you share your drawings, it is important that the contractor is also using Design version 5.x. It is not recommended to work with version 5.x drawings on older installations and vice versa.

To create a new list of plants, follow these steps:

1. Open the Plant List Editor and click on New List (Blank).



2. You will be prompted to give your new plant list a name. The default location is the My Documents folder and this is where the default plant list, My Plant List.dpl, is found. You give your new lists any name you wish to help you identify it. Click Save.

3. Your new list will be a blank list that can be added to using any of the previously outlined methods.

4. When you click Exit, this is the list that will appear when you search in the Plant Label Panel.

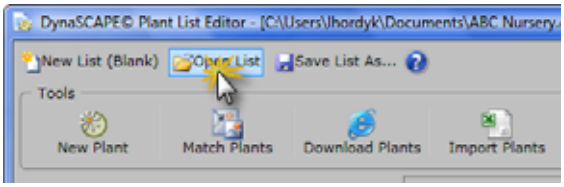
Opening a Saved List

To open one of your saved lists, click on **Open List** in the Plant List Editor and locate the list. The default location is the My Documents folder. Click **Open** to view or edit the list. Click **Exit** and the list will appear in the Plant Label Panel.

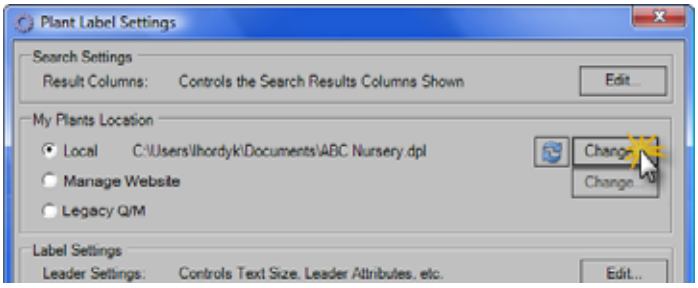
Switching Between Lists

If you have multiple lists you can switch between them for labeling two different ways:

1. Open the Plant List Editor, click on **Open List** to open the list you wish to switch to. Click **Exit** and the list will appear in the Plant Label Panel.



2. In the Plant Label Panel, click on **Settings**. In the **Plant Label Settings**, click on Change beside **Local** under **My Plants Location** to locate the plant list .dpl file.



3. Click **OK** on the Plant Label Settings panel and the list will appear in the Plant Label Panel.

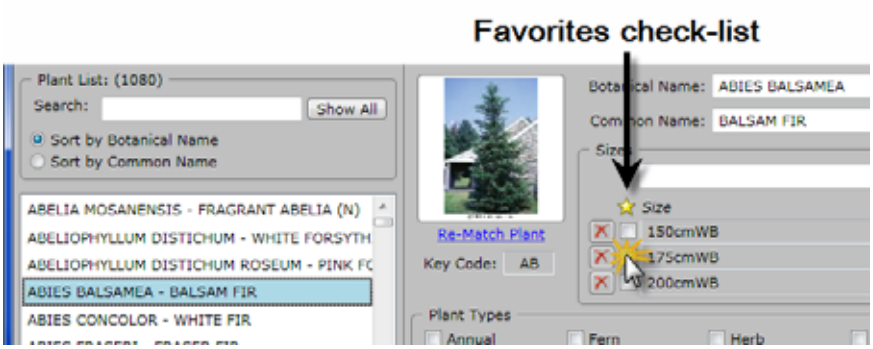
Creating a List of Favorites

You can narrow down your list of plants into a list the plants that you use most often, called 'Favorites'. This list can be viewed and searched across in the Plant Label Panel. To create a list of Favorites, follow these steps:

1. Open the Plant List Editor to view your list of plants.

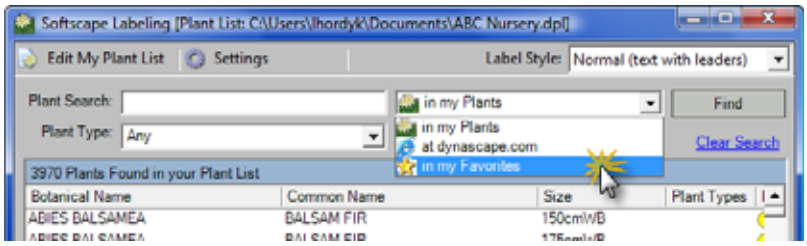
2. Click on a plant you wish to add to your favorites.

3. Click on the check box beside the size you wish to be in the Favorites list. Do this for all the plants you wish to add as favorites.



4. Exit the Plant List Editor.

5. In the Plant Label Panel choose 'in my Favorites' to search across. The entire list of plants you have assigned as favorites will appear in the panel.



Finding Plants for Labeling

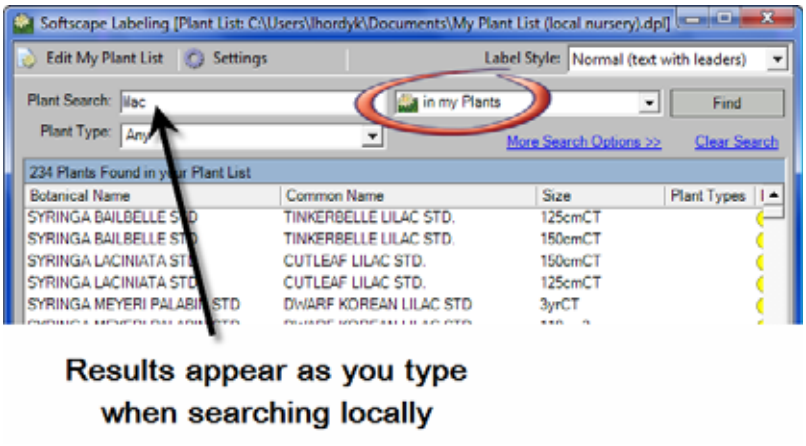
In DynaSCAPE's Plant Label Panel, it is not very efficient to scroll through a long list of your plants or one of the 9,000 plants in the Online Plant Database. DynaSCAPE has a plant search and some advanced search options to help you find plants quickly. Unlike previous versions, you are not required to choose a USDA Zone to filter by unless you choose that option under 'More Search Options'.

Searching for Plants by Name

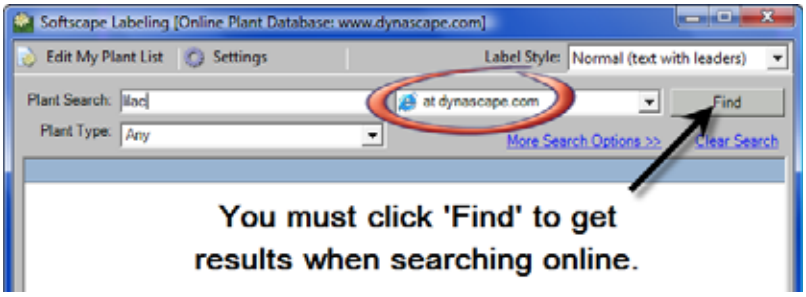
You can search for plants in **My Plants, My Favorites** and **at dynascape.com** by typing in part or all of a botanical or common name. There is a slight difference in how you search for plants locally versus online.

Rules for Plant Searching

When searching in My Plants (local) and My Favorites (local), DynaSCAPE uses 'type-ahead' functionality that begins to display results as you type, refreshing the list every two seconds.



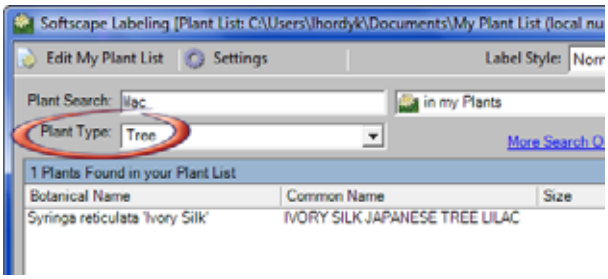
When searching My Plants (Manage Website or Legacy Q/M), My Favorites (Manage Website or Legacy Q/M) and at dynascape.com, you need to press 'Find' to complete the search.



If your search is too general, it may take a long time to get results from online or an error may occur. If this happens try to be more specific.

Searching by Filtering

You can filter by Plant Type to narrow down your search. The same rules apply as in searching by name.

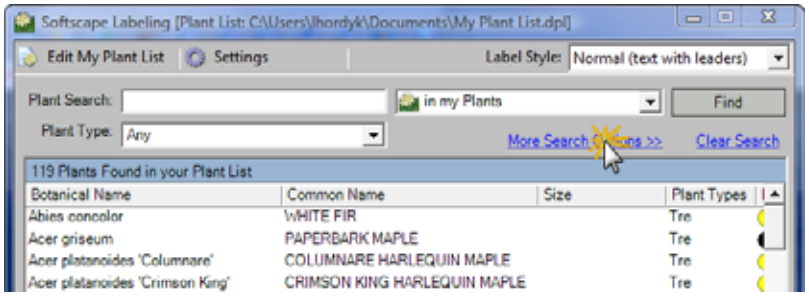


Note: If you are connected to Legacy Q/M, you will be able to toggle between the Legacy Q/M plant categories and the Horticopia plant types

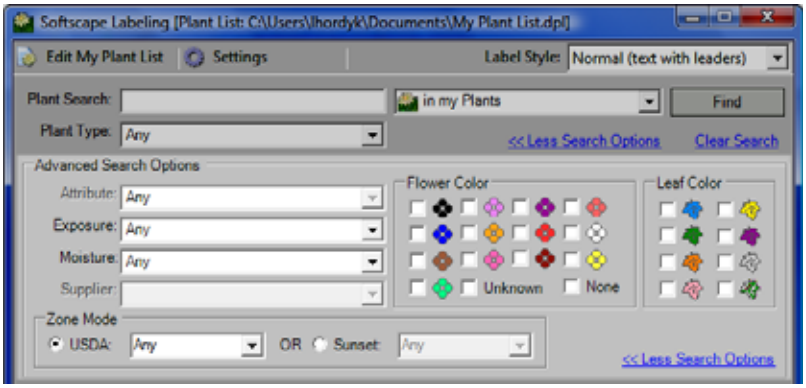
Advanced Search Filters

There are advanced search options that are designed to help you find plants that meet specific criteria. For example, you are designing a white garden and need a white flowering perennial that can grow in the shade. By picking these options you can produce a list of plants that meet those requirements, pick the one you like and label your drawing with it.

To open the advanced search filters click on **More Search Options**.



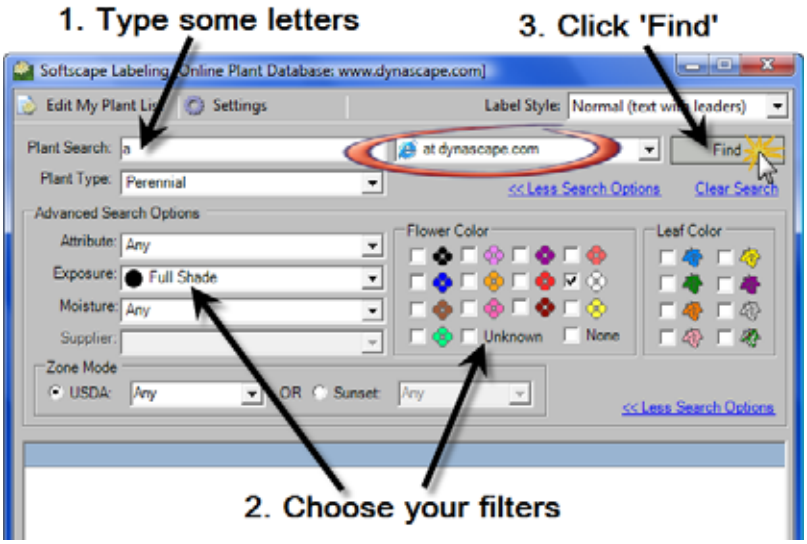
The panel will expand, allowing you to pick your options. You may need to expand



the label panel by clicking on the top or bottom edge of the panel and dragging the panel to a larger size. Click **Clear Search** to remove your selections and remove any text in the Search text box.

Advanced Search Rules

As mentioned previously, when searching locally, DynaSCAPE begins to display results as you choose filters, refreshing the list every two seconds. When searching My Plants (Manage Website), My Favorites (Manage Website) and at dynascape.com, you need to type in at least part of a name in the Search text box, choose your search filters and then press 'Find' to complete the search. To remove your search criteria click **Clear Search**. This will also remove any text in the Plant Search text box. To close

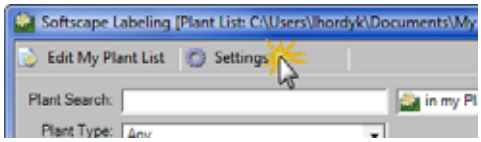


the advanced search options click on **Less Search Options**. Any search options chosen will still remain active as filters until you press **Clear Search**.

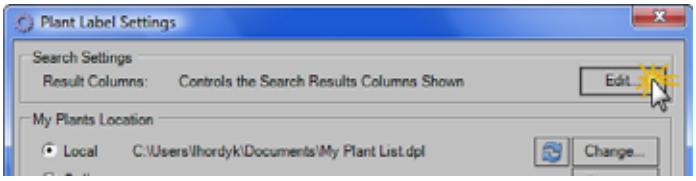
Search Results Columns

The columns that appear in the labeling panel can be customized to suit your needs. You can turn columns on or off and you can rearrange their order. To change your columns, follow these steps:

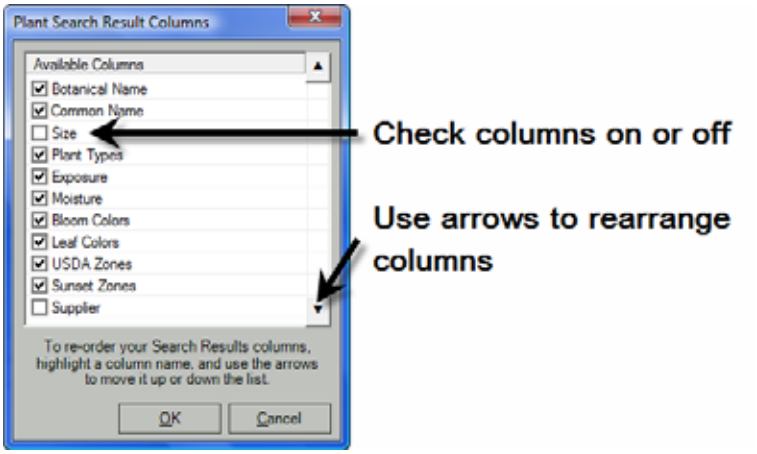
1. Click on **Settings** in the Plant Label panel.



2. In the Plant Label Settings panel that appears, click on **Edit** beside Result Columns under Search Settings.



3. In the Plant Search Result Columns that appears, you can check columns on or off and you can move them up or down in the list by clicking on the column name and move them with the arrows on the right side of the panel (Note: The columns at the top of the list will appear on the far left of the search results panel). The Supplier column is only available when connected to My Plants (Manage Website).



Advanced Search Options

The following is an explanation of each of the advanced search characteristic:

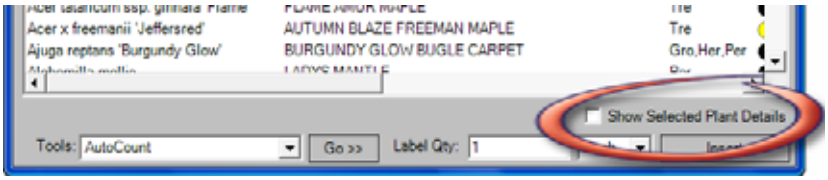
TABLE 1. Advanced search options

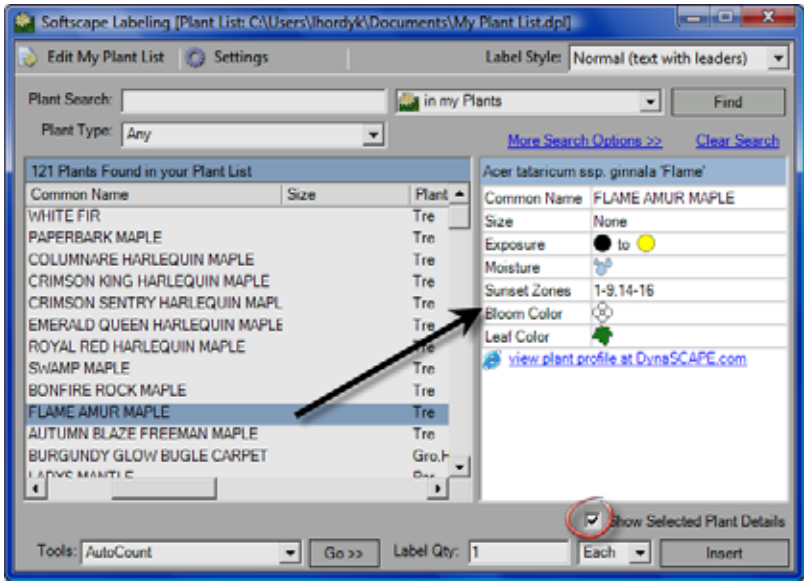
Search Field	Explanation
Plant Type	Narrows the search to Softscape items of a particular Plant Type as found at DynaSCAPE.com, The Plant List Editor, Legacy Q/M and DynaSCAPE Manage.
(Category)	This filter is only available when connected to a Legacy Q/M database.
Attribute	Narrows the search to the attributes as defined by the Horticopia data on DynaSCAPE's Online Plant Database. Only available when searching 'at dynascape.com'
Exposure	Narrows to search to plants that tolerate a specific sun or shade condition
Moisture	Narrows to search to plants that tolerate a specific amount of moisture
Supplier	Narrows the search to plants assigned to a particular Supplier. Only available when connected to My Plants (Manage Website)
Bloom Color	Narrows the search to Softscape items that bloom in the selected color(s).
Foliage Color	Narrows the search to Softscape items that have foliage in the given color(s).
USDA Zone	Narrows the search to plants that have been assigned the chosen USDA zone. 'Any' will ignore any zone settings.
Sunset Zone	Narrows the search to plants that have been assigned the chosen Sunset zone. 'Any' will ignore any zone settings.

Viewing Plant Details

You can view all the information of a particular plant in the Plant Label Panel, without having to scroll across to see all the columns, by opening the **Plant Details** panel.

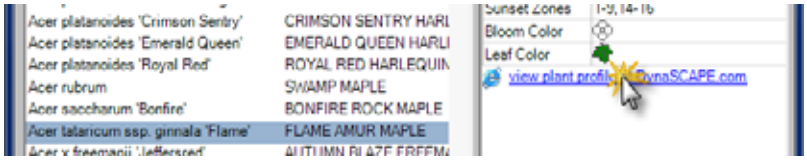
Click on **Show Selected Plant Details** and the panel will divide into the list of plants and details for any plant you select.





View Plant Profile at DynaSCAPE.com

You can view additional cultural info about plants and a color photo by clicking on 'view plant profile at DynaSCAPE.com'. It will open a browser to DynaSCAPE's Online Plant Database and take you to a match of the plant you selected. If you are

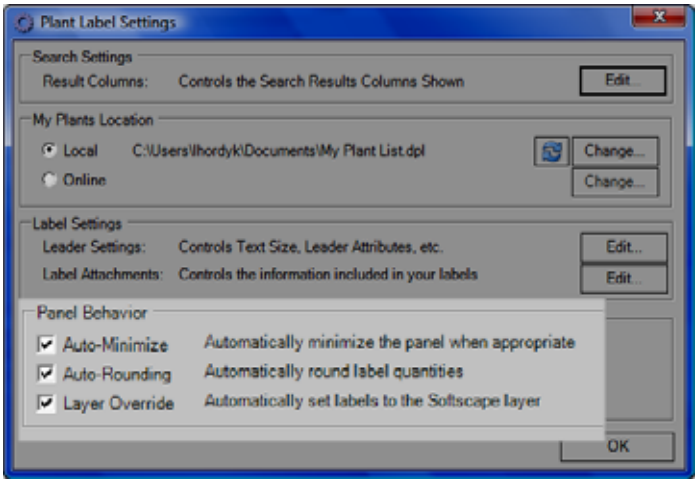


looking at plants found in My Plants, they must be matched to the Online Plant

Database. You must have an Internet connection and a current DynaSCAPE subscription.

Placing a Softscape Label

After selecting a Softscape item, a quantity and unit of measurement must be determined, and the label must be set in place. DynaSCAPE provides several options for each of these steps. Before placing a label it important to understand some of the panel settings that will effect its behavior: Auto-Minimize, Auto-Rounding and Layer Override. These Settings are found in the Plant Label Settings Panel which is accessed by clicking on settings in the Plant Label Panel.



Auto-Minimize

A useful feature in DynaSCAPE labeling is the **Auto Minimize** setting found on the **Settings** panel. Checking this box will automatically hide the Softscape panel when selecting the **Go>>** and **Insert>>** buttons and then automatically restore the window when the action is complete so you can choose another plant name.

Auto-Rounding

Auto-Rounding rounds inches and fractions of an inch to the next full foot or square foot (or metre/square metre). Only applies to measurement results from the area and length measuring tools.

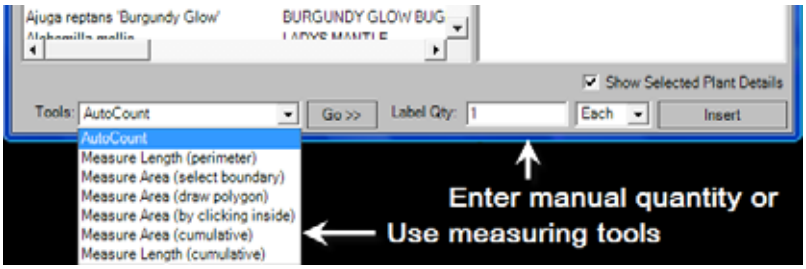
Layer Override

Layer Override means that when this option is selected, DynaSCAPE will automatically set the active layer to Plant_Labels so all plant labels will be placed on this layer in order to work correctly with the various DynaSCAPE modes.

Determining the Quantity

Entering the quantity into a plant label is an important step, not only because that quantity will appear on your drawing but because that quantity will be used to create a material list. DynaSCAPE allows the quantity for a plant label to be specified manually or by means of several tools.

1. Using AutoCount
1. Using a measuring tool
2. Entering quantity manually



Using AutoCount

By far the most efficient option for determining quantity is the AutoCount feature exclusive to DynaSCAPE, which works hand in hand with the clustering tool results, accurately and instantly counting plants within a grouping. AutoCount is the default measuring tool in the labeling panel.

Using the Measuring Tools

You can also use the Area, Cumulative Area, and Linear tools to select an area or line to use the length of hedge or area of ground cover as your quantity. These tools are found in the menu with AutoCount.

Entering Quantity Manually

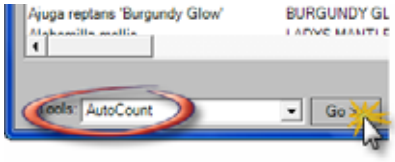
You can also set the quantity manually in the **Label Qty**. text box. To do so, enter the desired number into the **Label Qty** field, then press **[Enter]** or **[Space]**. The labeling panel will minimize to allow you room to view your drawing and place your label. Once the label is placed the panel will open up again so you can select another softscape.

Inserting a Plant Label Using AutoCount

Follow these steps to insert a plant label into your drawing using the AutoCount option in the Plant Labeling Tool:

1. Choose the plant name you wish to use on your label.

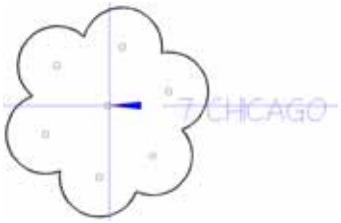
2. Click on **Go>>** beside **AutoCount**. The labeling panel will temporarily



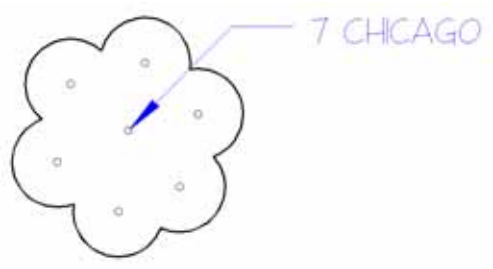
minimize, giving you full view of your drawing for the insertion of a label.

3. Left-click on a group of shrubs or trees that have been clustered using the Clustering tool. You must click on part of the geometry of the grouping, not open space inside it. Note: If the symbols have not been clustered, the resulting quantity will be one. When a figure or cluster is selected, the selected object will flash blue and the CLI will display the quantity of the selected figure or group of figures.

4. Next, click where you wish to start your leader. The first part of the label that will be inserted is the arrow at the end of the leader.



5. Move your mouse in the direction you wish the leader line to go and left-click a second time. You can continue left-clicking to create more 'elbows' in the leader. To place the text and end the process, right-click and the text will drop into place at the end of the leader. You may further adjust the appearance and alignment of your label after it is placed on the drawing page. Once the label is placed the panel will open up again so you can select another softscape.

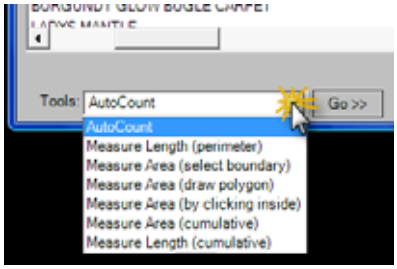


Inserting a Plant Label Using a Measuring Tool

Follow these steps to insert a plant label into your drawing using one of the measuring tools in the Plant Labeling Tool:

1. Choose the plant name you wish to use on your label.

2. Select one of the measuring tools found in the menu under AutoCount at the bottom of the panel and click on the **Go>>** button. The labeling panel will temporarily minimize, giving you full view of your drawing for the insertion of a label.



3. Measure the length or area on the drawing (for instructions on how to use the measuring tools see the chapter in this manual called *Basic Editing and Dimensioning Tools*).

4. Once you right-click to end the measuring process, the quantity will be displayed in the CLI and it will be attached to your label, waiting for you to insert it.

5. Insert it the same way as outlined in the previous steps where AutoCount was used.

Note: If you wish to have measurements without inches and fractions, open the label panel settings and check Auto-Minimize.

Note: You can override the quantity that is calculated by the measuring tool by maximizing the label panel and manually entering a new quantity in the Label Qty. text box.

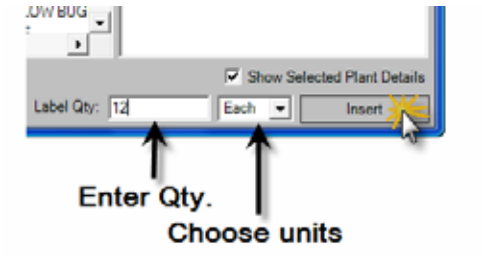
Inserting a Plant Label by Entering Quantity Manually

There may be times where the plants you wish to label have not been grouped together and as a result you cannot use the AutoCount function. In this case you need to enter the quantity manually. Follow these steps to insert a plant label into your drawing by entering a quantity manually in the Plant Labeling Tool:

1. Choose the plant name you wish to use on your label.

2. Choose the units you wish to use.

3. Enter a quantity in the Label Qty. text box in the label panel.

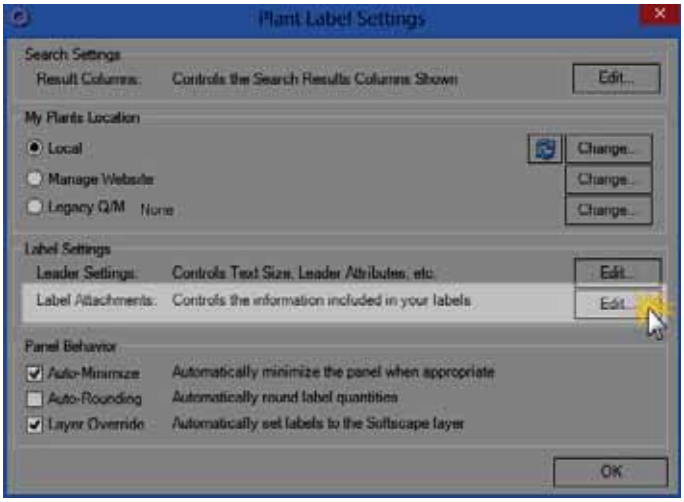


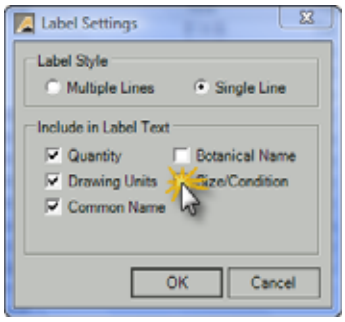
4. Press [Enter] on your keyboard or click on the **Insert** button. The labeling panel will temporarily minimize, giving you full view of your drawing for the insertion of a label.

5. Insert the label as usual.

Changing the Information Attached to the Label

You can change the information that will be attached to the text label and as well as the appearance of your leader and text by clicking on Settings to open the **Plant Label Settings** panel. Click on **Edit** beside **Label Attachments** to open the **Label Settings** panel.



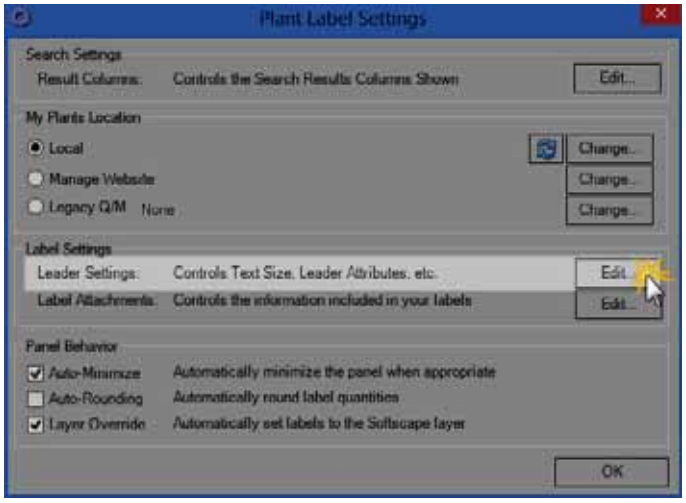


Here you can choose the various attachments to include with your labels. Choosing Multiple Lines puts each characteristic on a new line (with Quantity, Drawing Units and Common Name always staying on the first line). Selecting Single Line will place all the properties on the same line of text.

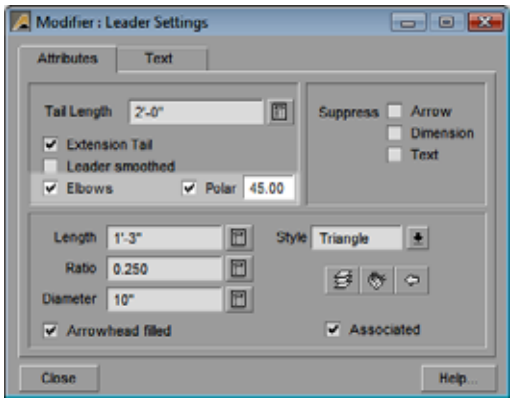
Temporarily Changing the Leader and Text Settings

Before inserting a label you can temporarily change the appearance and operation of the leader line, arrow, and text size and font by clicking on **Settings** to open the **Plant**

Label Settings panel. Click on **Edit** beside **Leader Settings** to open the **Leader Settings** modifier. You may need to minimize the labeling panel to see it.



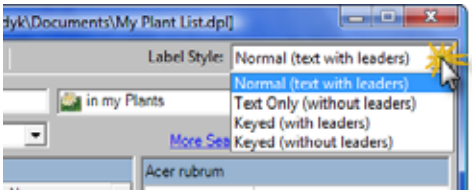
The **Attributes** tab provides the same options as the modifier panel for the Text with a Leader tool (see *Basic Drawing Tools*). However, there are two additional options: **Elbows** and **Polar**. Turning on Elbows will provide increased flexibility when creating a leader line, making it operate the same as text with a leader. The polar option will constrain every segment of the leader line to the specified angle.



The Text tab provides information about the text size and font style. You can adjust these as you need, but remember this is only temporary. As soon as you close the label panel it will revert back to the default settings. To change the default settings permanently for the current drawing you need to go to **Entity** menu in the DynaSCAPE drawing window and select **Dimension**... and then **Text**... and change the settings there. (for more information see the chapter called *Inserting and Editing Text*).

Available Labeling Styles

You can choose from one of four different styles in which you can label your drawing. These are found in the top right corner of the label panel:



Inserting Normal Text (with Leaders)

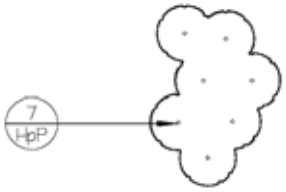
The most common style for labeling is using text attached to a leader and arrow. This is the default style selected when you open the panel. To insert this style of label, follow the steps outlined previously in this chapter.

Using Text Only (without leaders)

This style allows you to insert labels without a leader. When inserting this type of label, the bottom left corner of the text is attached to your cursor. One left click will insert it into your drawing.

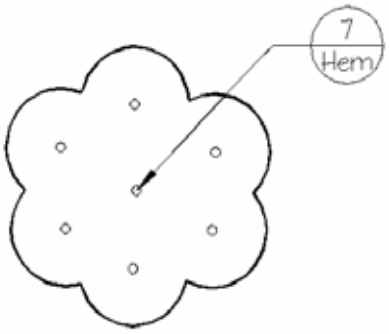
Using Keyed Labels (with leaders)

DS|Design gives you the option of using keyed labels in your design. Keyed labels are a standard practice used often in commercial design and are required by many municipalities in order to pass city approval. An example of how keyed labels appear is shown below.



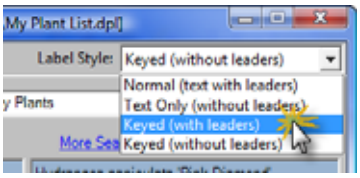
Keyed Labeling Components

Keyed labels contain only two pieces of information. The quantity is shown in the upper portion of the key while the key code is shown in the lower half of the key. Key Codes are automatically created from the first letter of each of the genus, species and cultivar of the botanical name. In DS|Design these codes are generated automatically from the botanical name in the Plant List Editor and in DS|Manage360 (Manage Website).

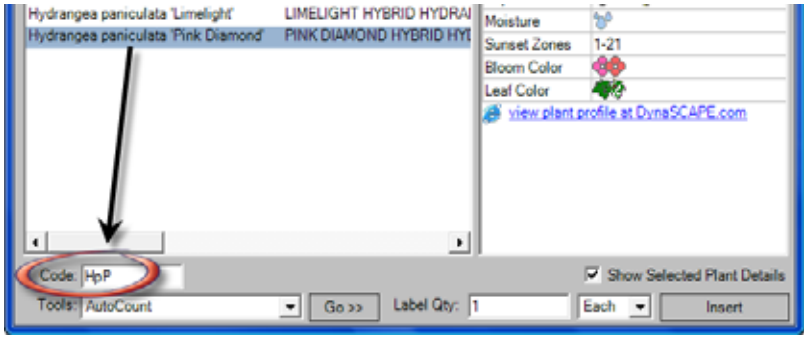


How to Use Keyed Labeling

1. Choose the Keyed (with leaders) option of Label Style:



2. Once you check this option you will notice the <Code> field appear at the bottom of the labeling panel.



3. You can now continue to search for plants as described earlier in this chapter. You will notice that after selecting a plant the key code appears automatically in the Key Code field. You can change any key code by entering a new one manually. Once you manually create a key code for a plant, Design will remember that code setting each time you use that plant.

Important

In order for your codes to be generated automatically you must make sure you have a Botanical name in the Plant List Editor. Plants with this fields left blank will have a key code of "nnn" which can be assigned a new code manually within the Softscape window.

Design does not have the ability to flag duplicate codes whereby the user will have to manually type in an alternative code before placing the label.

Key codes are limited to 3 characters maximum but can contain any characters including numbers.

Did you know?

Label Attachment settings have no affect on keyed labels. Only quantity and key code will appear on the label at all times.

Tips & Tricks

Before placing keyed labels on your drawing it might be a good idea to create some guidelines to assist in placing your labels. These can be drawn in the Temp layer where they can be easily removed later or turned off.

Keyed labels & leaders cannot be manipulated once they are placed on the drawing since they are grouped as a single block. Do not explode Softscape labels! Exploded labels will NOT import into your quotation or materials list.

If no text is visible in the plant key once the label is placed is usually a result of not selecting a plant from the panel.

4. To label plants with this method, follow the same steps as normal labeling, including autocounting and placing leaders with arrows.

Using Keyed Labels without leaders

You can also insert keyed labels into you design that consist of text only. This style is useful for drawings where there is little room for normal or keyed labels with leaders. With this method the label is placed inside or beside the plant or grouping being labelled. The steps are simple: select your plant name, choose autocount (or enter a quantity manually) and place the label with a single left click.

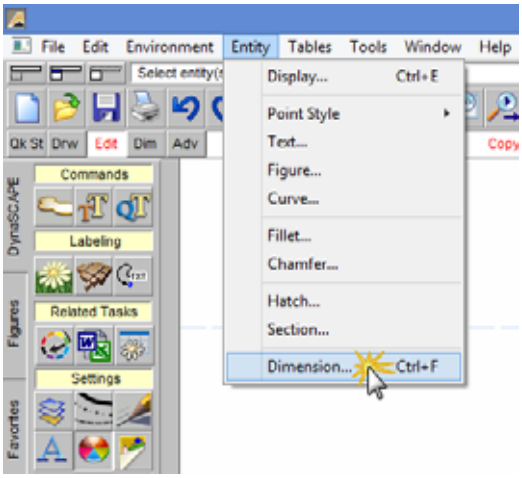
Changing Keyed Label Text and Key Size

You cannot revise keyed labels that have already been placed on the drawing. You can, however change the size and font of keyed labels before you insert them. Keyed labels use the default Dimensional Text settings of your drawing to determine the size of the text in the key. In keyed labeling you will still have the ability to set your text to

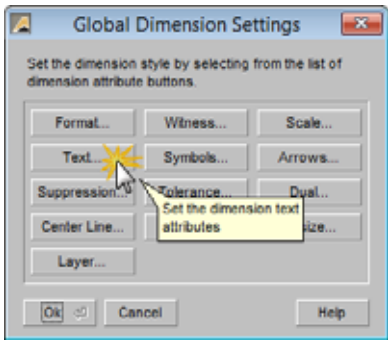
any size. This must be done before the label is placed. The circle around the label will automatically remain proportional to the text size.

To permanently set a new text size for the current drawing:

1. Go to the **Entity** pull-down menu and select **Dimension**. The Global Dimension Settings window will appear.

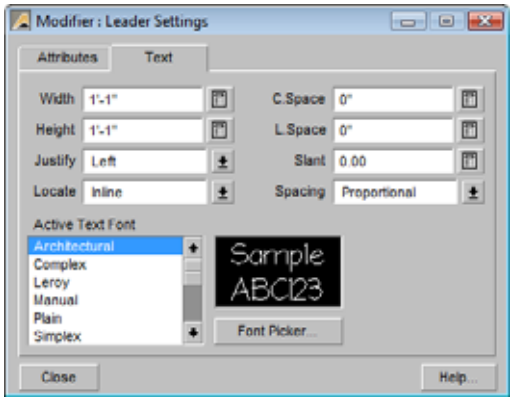


2. In the Global Dimension Settings window select **Text**.



3. This opens the Dimension Text Settings window. To change the size of the font type in the new size in the **Width** and **Height** boxes. To change the font style, select the font style you wish to use from the **Active Text Font** or

left click on the **Font Picker** button to see an example of the text style and select the text you wish to use.



4. Select **OK** to close the window. Now each time you use any text tool with a leader in this drawing, it will use your new text size and style. In order to set your text back simply repeat the above steps.

Inserting Plant Schedules

Plant schedules are plant lists inserted into tables with optional columns for Key Code, Quantity, Botanical Name, Common Name, Size/Condition and Remarks. Plant schedules are required to identify plants labelled using one of the Keyed Labeling options.

Key	Qty	Botanical Name	Common Name	Size/Condition
Trees				
Am	1	Abies magnifica	MURRAY RED FIR	5' B&B
Bn	3	Betula nigra	RIVER BIRCH	2" Cal. MB
Mal	7	Malus x 'Dolgo'	DOLGO FLOWERING CRAB	2" Cal. MB
Shrubs				
Ad	1	Ambrosia deltoidea	RABBIT BUSH	1 GAL
ApB	1	Acer palmatum 'Bloodgood'	BLOODGOOD JAPANESE MAPLE	5' B&B
EaC	9	Euonymus alatus 'Compactus'	DWARF BURNING BUSH	2 GAL
Ornamental Grasses				
AdP	3	Arundo donax 'Picta'	PICTA GIANT REED GRASS	2 GAL
AgV	11	Acorus gramineus 'Variegatus'	VARIEGATUS JAPANESE SWEET FLAG	2 GAL
Perennials and Annuals				
Ar	10	Adiantum raddianum	DELTA MAIDENHAIR FERN	1 GAL
Ar	6	Asplenium rhizophyllum	WALKING FERN	1 GAL
AsS	4	Artemisia stelleriana 'Silver Brocade'	SILVER BROCADE OLD WOMAN	1 GAL
BoC	10	Brassica oleracea (Capitata Group) 'Osaka Pink'	OSAKA PINK RED CABBAGE	1 GAL
VwB	5	Viola x wittrockiana 'Bingo Blue Frost'	BINGO BLUE FROST LADIES DELIGHT	1 GAL
VwJ	10	Viola x wittrockiana 'Jolly Joker'	JOLLY JOKER LADIES DELIGHT	1 GAL

Plant schedules are generated automatically but should not be used until ALL softscape items have been labeled. Plant schedules can be used with both normal and keyed labels.

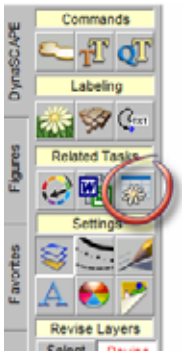
Important

Plant schedules can only be generated from Softscape labels. Standard text or text with leaders will not generate automatic plant schedules.

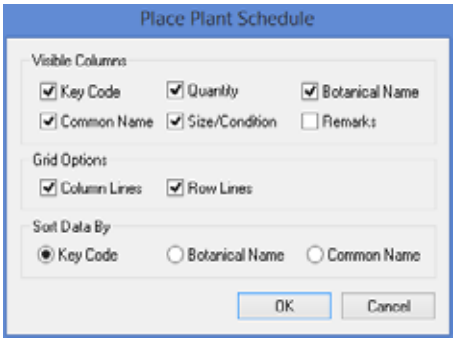
To insert a plant schedule follow these steps:

1. You must first save your drawing.

2. Next, left click on the Place a Plant Schedule icon in the DynaSCAPE sidebar folder.



3. A **Generate Plant Schedule** panel will appear. Select the options you wish to appear on your plant schedule. De-select the Key Code option if you do



not have keyed labels on your drawing.

TABLE 2. Plant Schedule Table Options

Options	Description
Visible columns	Allows you to set which columns to include in your table.
Grid option	Allows you to set the visibility of grid lines.
Sort Data By	Will alphabetize your table by the selected header.

4. Click **OK.** A Set Plant Schedule Categories panel will appear allowing you to change the plant schedule categories the plants will be assigned to in the plant schedule. Any plants that do not have a category will be set to **Other Plants** and can be changed here for the plant schedule.

5. Click **Ok** to insert the schedule into the drawing.

6. The Generate Plant Schedule panel will disappear and a ghost image of the schedule itself will appear attached to your crosshairs. Left-click on your drawing where you wish to place the schedule.

Tips & Tricks

Once your schedule is placed it can be moved around and stretched like any other figure or block.

Plant schedules will appear in the active layer once placed. Wherever possible, schedules should be inserted or revised to the Text Label Layer to ensure it is visible in Design Mode. If

you prefer a heavier line weight for the schedule, insert it while a heavier line thickness is selected.

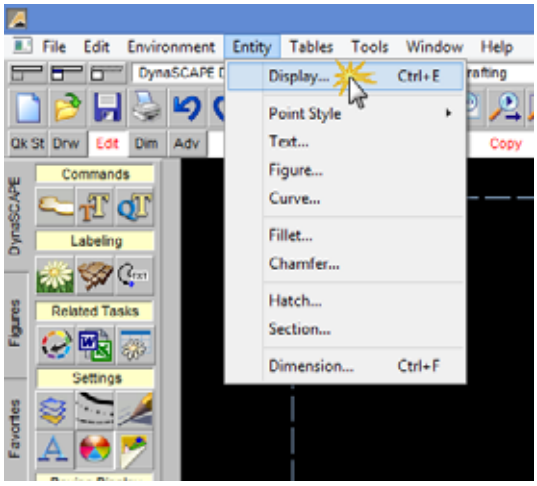
Updating the Plant Schedule

Once the plant schedule is placed on the drawing it will not update automatically if you make changes to plants labels on your drawing. To update your plant schedule; erase it and replace it with a new schedule.

Inserting Text into the Remarks Column

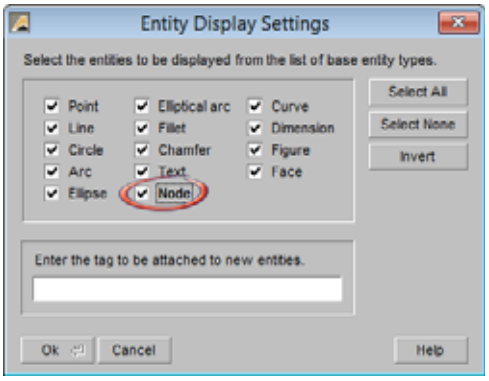
Plant schedules contain hidden text nodes under the remarks header. These nodes will assist you in entering any addition information under the "Remarks" header of your schedule. The nodes have already been pre set to match the attributes of the existing text within the schedule.

1. To use the nodes you first need to make them visible. To make the nodes visible, left click on the **Entity** pull down menu and select **Display**. The

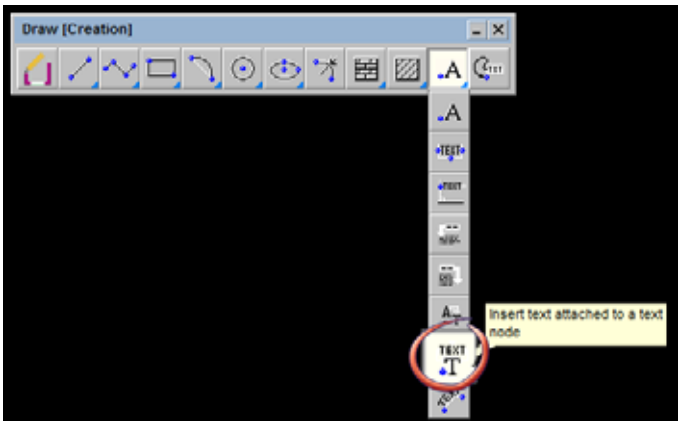


Entity Display Settings window will appear. Select the Node option to

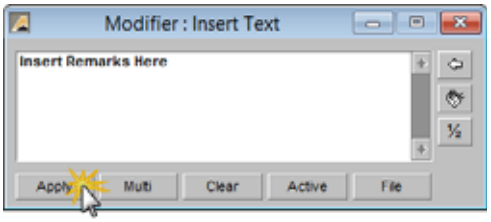
make it active and click OK. Your plant schedule should now have nodes visible along the left hand side of the Remarks column.



2. Now that your nodes are visible, in the Draw toolbox you will have to access the nested tools under the Insert Text at a Location tool.

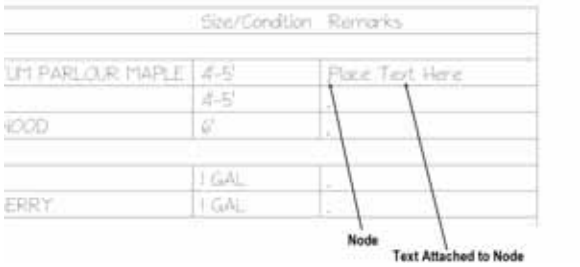


3. Right click on the **Insert text attached to a text node** tool (shown above) By right clicking on the tool a modifier window will appear. To enter the text you wish to attach to the first node, left click into the white space and begin typing. Once this is complete left click the **Apply** button and then select



node in the plant schedule you wish to attach text to by left clicking on it

once. You will notice that the text has automatically been attached to the node.



4. Repeat the above steps until all required nodes are completed.

Did you know?

If you wish to customize the schedule with heavier line weights or if you want to edit any text information after the schedule has been placed on the drawing, you will first have to 'explode' the schedule using the **Explode** tool found in the edit toolbox. This will break the schedule (block) into its original components which can now be revised and edited.

Tips & Tricks

If you find that some plants are spelled incorrectly it is better to make the correction within the Plant List Editor rather than editing the schedule. This will eliminate the need to correct the error each time you use that plant.

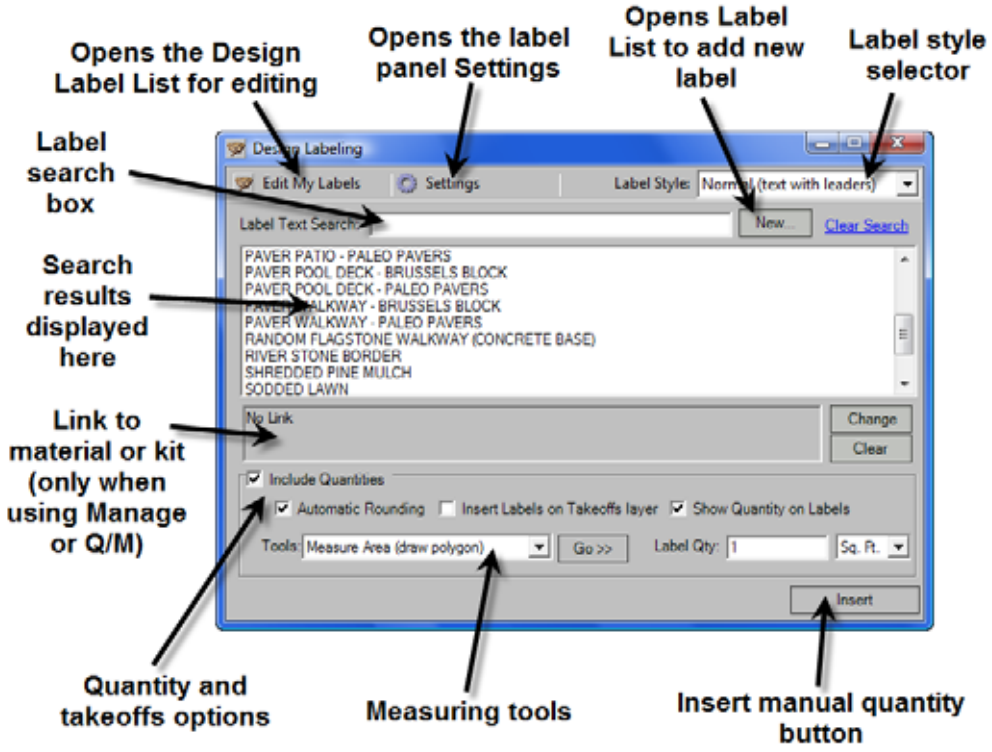
Setting up your Design Labels (for Materials)

The Design label panel is used to efficiently label all non-plant items on a drawing. Design labels can also be used to create a material list much the same as Plant labels. Design labels are a meant to be descriptive labels that can also contain information about quantity, size and price. If you are using DS|Manage360 (Manage Website) or a Legacy version of DS|Quote or DS|Manage you can link to a Material or Kit (or Hardscape) as well as label directly with Kits, Materials (or Hardscapes) to create detailed estimates.

Design labels are meant to eliminate the need for labeling items twice: once to describe the item and once for estimating or takeoffs. Design labels have been designed to be able to do both at the same time.

Exploring the Design Label Panel

The Design Label Panel is similar to the Plant Label Panel in a number of ways. It also provides access to a local list of Design labels that the user creates.



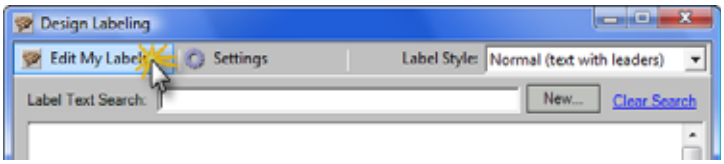
When the Design Label panel is opened for the first time, the search results will be empty. In order to use a design label you must first create it in the Design Label List editor. Once created, you can use it by selecting it from your list of design labels, just like plant labels.

Creating a List of Design Labels

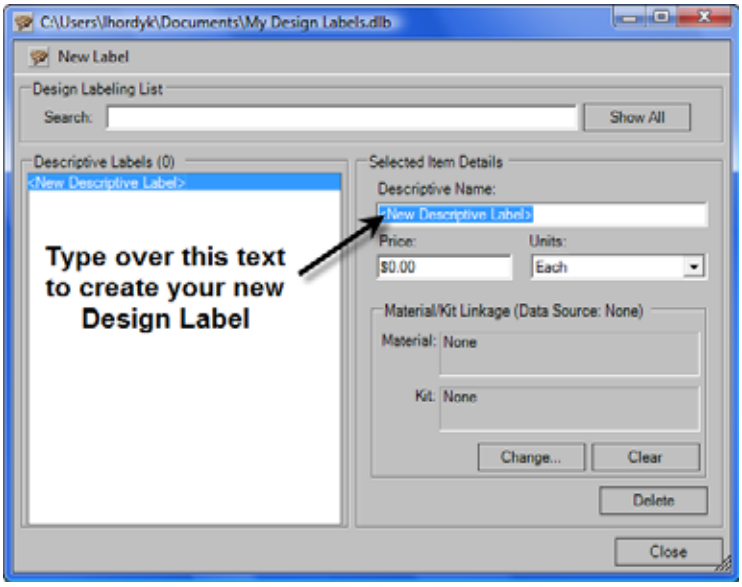
To create your own custom list of design labels, follow these steps:

1. Open the Design Label panel by clicking on the icon in the DynaSCAPE sidebar folder.

2. Click on **Edit My Labels** in the Design Label Panel. You can also start typing in the **Label Text Search** and then click **New**. This will open the Design Label List editor.

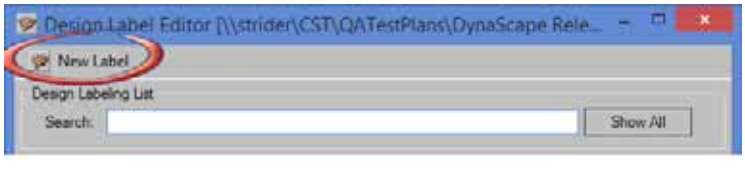


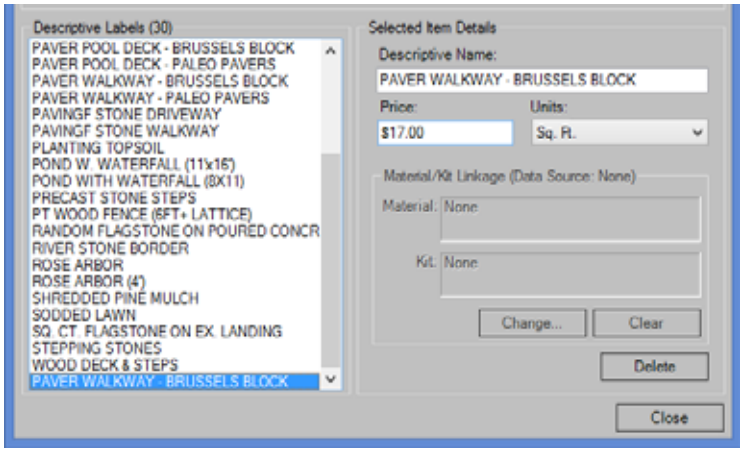
3. To add a Design label to the list, type over the **<New Descriptive Label>**. Since all common names for plants are upper case you may wish to do the same for your Design Labels.



4. You may add a price and select a unit for this item as well. Price and units are needed if you wish to create a material list with these properties included. You do not have to on a Save button since everything you type

will be automatically saved. Just click on **New Label** to add your next one. As you add them they will appear in the list.





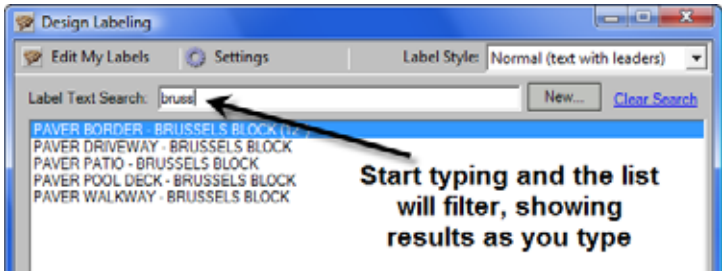
5. To edit a Design Label in the list, click on it and you can modify the Descriptive Name, Price or Units on the left.

6. Click **Close** to close the editor and refresh the Design Label Panel search results.

Finding and Inserting Design Labels

Over time your list of Design Labels may grow fairly long, but initially it should be easy to find the one you need in the list. If the list is long you can use the search box to

find the label you need. Like plant labelling, this search box uses type-ahead functionality, allowing you to find labels quickly.



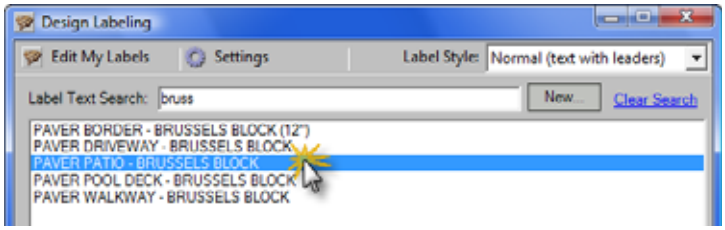
Inserting a Design Label is very similar to insert plant labels. It depends on what you wish to use the labels for. There are several options for the use of design labels:

1. To provide a description of each design element on a drawing
2. To provide a description of each design element on a drawing and for creating a material list with quantity and price
3. For creating a material list with quantity and price only

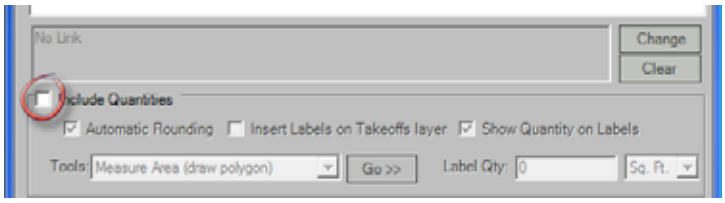
Design Labels for Description Only

If the purpose of your design labels is strictly to provide a description of your design elements for your clients and crews to read, follow these steps when inserting them:

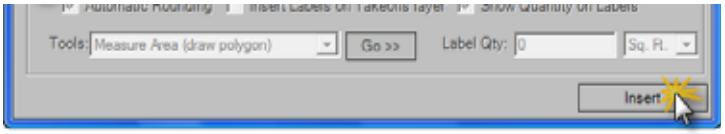
1. Select the label you wish to use from the list.



2. Turn **Include Quantities** off.



3. Click on the Insert button to insert the label as you would a Plant Label or Text attached to a leader. The panel will minimize to give you full view of your drawing and re-open when the label has been placed.

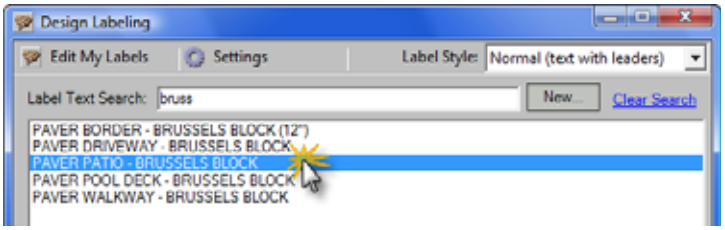


For instructions outlining how to insert a label see *Chapter 9 - Inserting and Editing Text.*

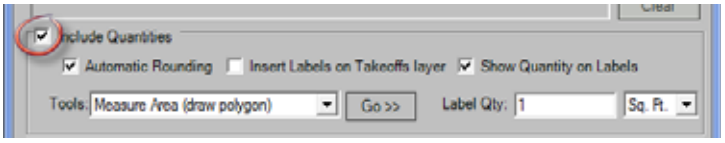
Design Labels for Description and Material Lists

If the purpose of your design labels is to provide a description of your design elements for your clients and crews to read and for creating a material list, follow these steps when inserting them:

1. Select the label you wish to use from the list.



2. Turn **Include Quantities** on.



3. This will provide a number of options to choose. Choose the ones that are appropriate for you:

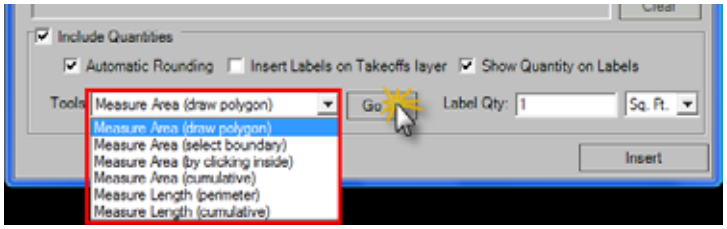
Automatic Rounding - will round all quantities up to the nearest full number (no decimals or fractions)

Insert Labels on Takeoffs layer - this is for labels strictly used for creating a material list or estimate. Labels inserted using this option will be placed on the **Takeoffs** layer. The Takeoffs layer will turn off in Design_Mode, allowing you to print a drawing without the label visible. All_Labels_On Mode will turn this layer back on for creating a material list or estimate.

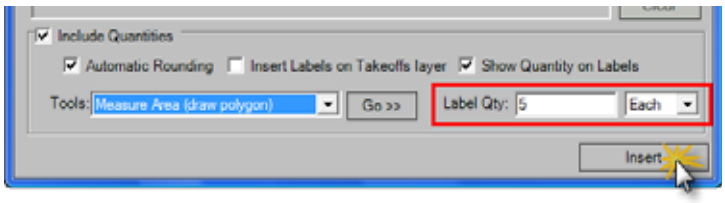
Show Quantity on Labels - this option is to allow you to include a quantity property with a label, without the quantity visible on the label. This way you can create a material list or quote and not have to display the quantity on the drawing that the customer sees.

4. Next, choose a measuring tool or enter a label quantity manually.

When choosing a measuring tool, click **Go>>** to start the measuring process. The quantity will automatically attach to the label when you insert it. The panel will minimize to give you full view of your drawing and re-open when the label has been placed.



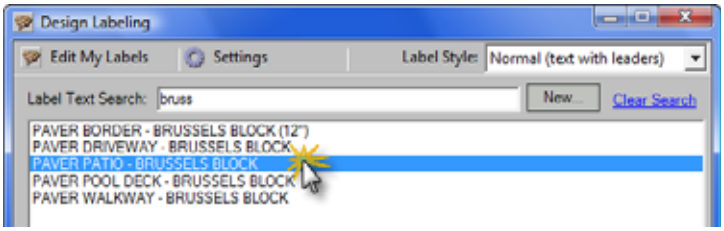
When entering a label quantity manually, type in the quantity, select the units you wish to use and then click **Insert** to place the label. The panel will minimize to give you full view of your drawing and re-open when the label has been placed.



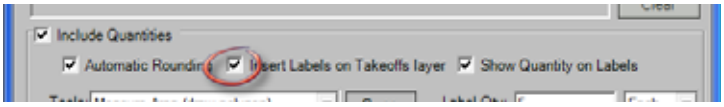
Design Labels for Material Lists Only

If the purpose of your design labels is only for creating a material list or quote, follow these steps when inserting them:

1. Select the label you wish to use from the list.



2. Turn **Include Quantities** on and turn **Insert Labels on Takeoffs layer** on as well.



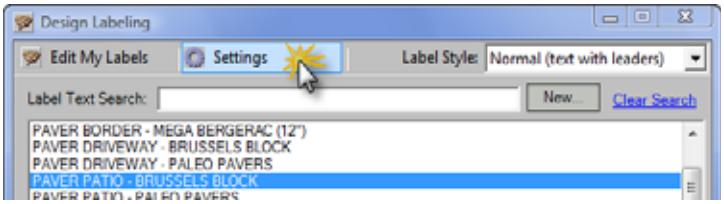
3. Next, choose a measuring tool or enter a label quantity manually as outlined in the previous set of steps.

4. When printing the design for your clients to see, click on **Design_Mode** or **Design_Mode_No_Shadow** to turn all labels that are on the Takeoffs layer off. When creating a material list or quote, click on **All_Labels_On** mode to turn all labels that are on the Takeoffs layer on.

Linking a Design Label to a Material or Kit

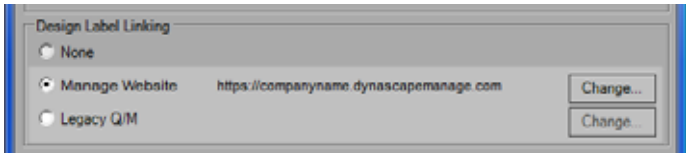
If you are using DS|Manage360 (Manage Website) or a Legacy version of DS|Quote or DS|Manage, you can link any Design Label to a material or kit in either application for the purpose of creating a detailed estimate. To use this functionality you must first link the Design Label panel to the application you are using for estimation. Follow these steps to link a design label to a material or kit:

1. Click on the Settings in the Design Label panel to open the Settings panel.



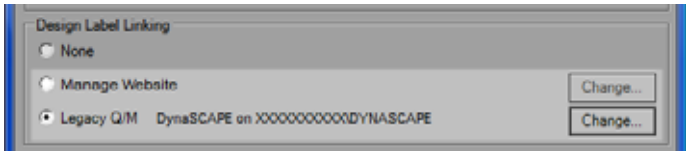
2. If you are using DynaSCAPE Manage360 (Manage Website) click on **Manage Website** and then click **Change** to open the Edit Manage Web

Connection panel. You will need to type in your Manage Web Url, your ID and password. When connected, the Url will appear beside the Manage Website option.



If you are using a Legacy version of DS|Quote or DS|Manage, click on **Legacy Q/M** and then click **Change** to open DynaSCAPE Database Connection panel. Connect to your database and make sure you test it.

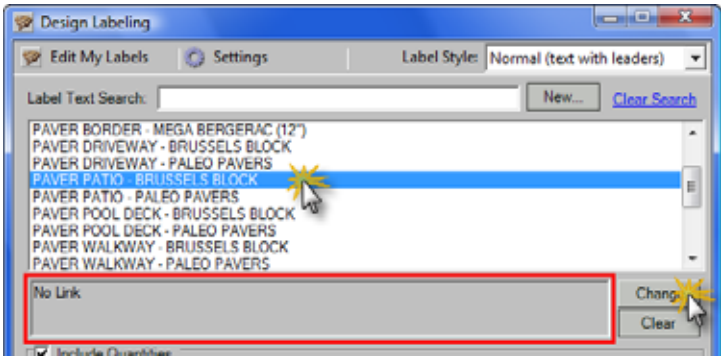
When finished, the database name will appear beside Legacy Q/M.



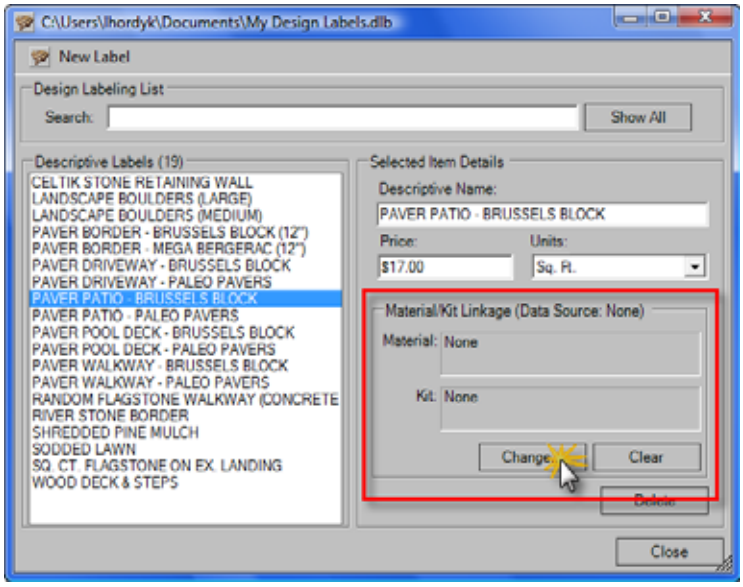
Note: For more detailed instructions about connecting to a database from a labeling panel, see the section earlier in this chapter called: *Choosing your Source of Plants for Labeling.*

3. Once your connection is set up, it will remain connected until you change it. To start creating links to materials or kits, click on a design label in the Design Label Panel. If it has not been linked it will say 'No Link'. There are

two ways to access the Link to Material Kit panel to create the link. The first way is to click on **Change** to open the Link to Material Kit panel.

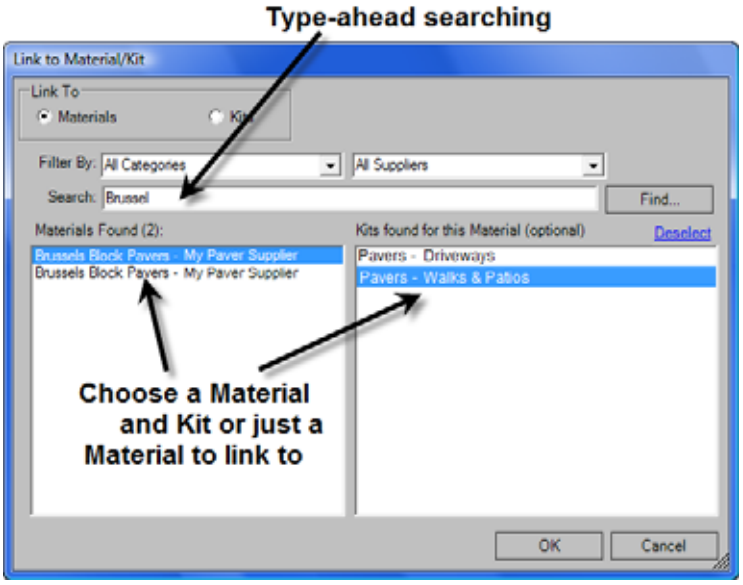


The second way is to click on **Edit My Labels** to open the Design Labeling List, select a material and click **Change**.Both methods will open the **Link to Material/Kit** panel.

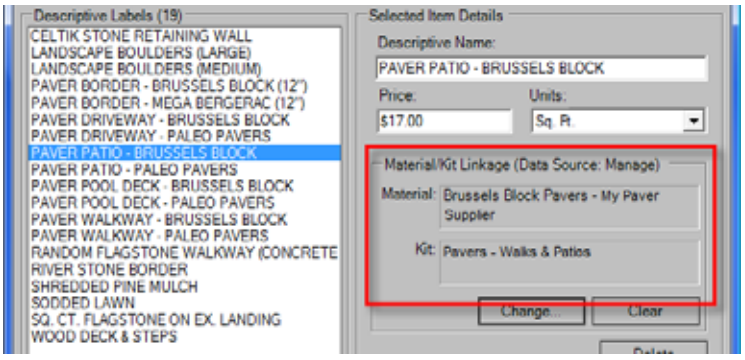


4. Here you can choose to link to a material or kit. You can filter by Category and Supplier or use the Search function to find your materials or kits quickly. Once you have found and selected your material and/or kit, click

Ok.Now the link to materials and/or kits will show in the Design Labeling



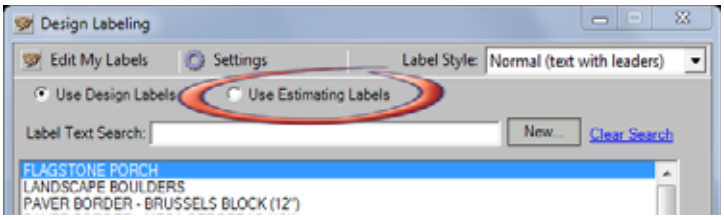
List when the design label is clicked on. When labeling a drawing with a linked design label, Manage360 (Manage Website) or Legacy Q/M will link the quantities to the correct material or kit when generating a quote.



Using Estimating Labels

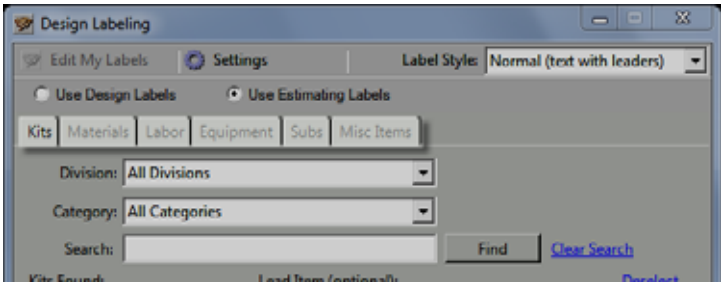
In Design v5.4, those who use Legacy Q/M or Manage360 can label directly with kits or items from their Price List or Cost Book, with out the need to use the descriptive Design Labels.

If you have chosen link to Manage Website or Legacy Q/M in the Settings panel of the Design Label panel you will see an option to Use Estimating Labels.

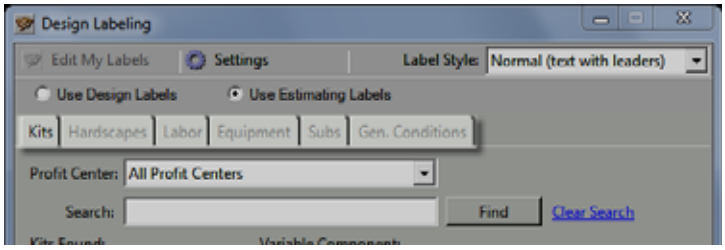


When you click on the Use Estimating Labels option you will see a row of tabs. The tabs will be different depending on whether you are linked to Manage Website or Legacy Q/M.

If you are linked to Manage Website you will see the following tabs:

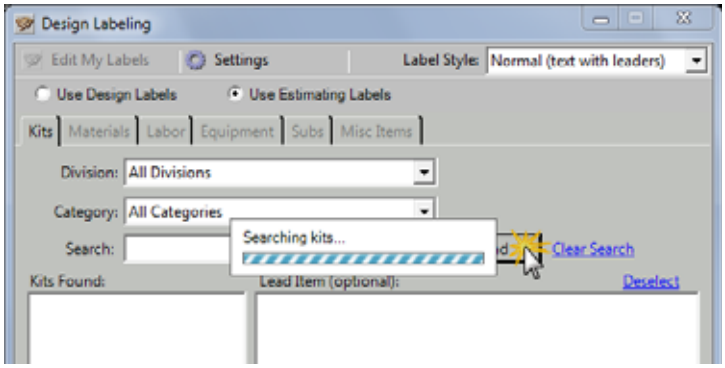


If you are linked to Legacy Q/M you will see the following tabs:



Finding and Inserting Estimating Labels using Manage Website

When Linked to Manage Website, all your Cost Book items can be found in six tabs displayed. Choose the tab that contains the item you are looking for. To see all the items in the tab click Find. If this section of Cost Book has a lot of items in it, you may need to provide some search criteria in the Search field or filter by the Division, Category or Supplier that may be found in each tab.



The result columns of the Kits tab and the Materials tab will be divided into two sections. The Kits tab will have a Kits section on the left and Materials on the right. When you select a kit any lead items in the kit will appear on the right. You can, but are not required to, select a lead item when labeling. The Materials tab will have a Materials section on the left and a Kits section on the right. When you select a Material, the Kits that this item is a lead item in will appear on the right. You can select a Kits as well if you wish.

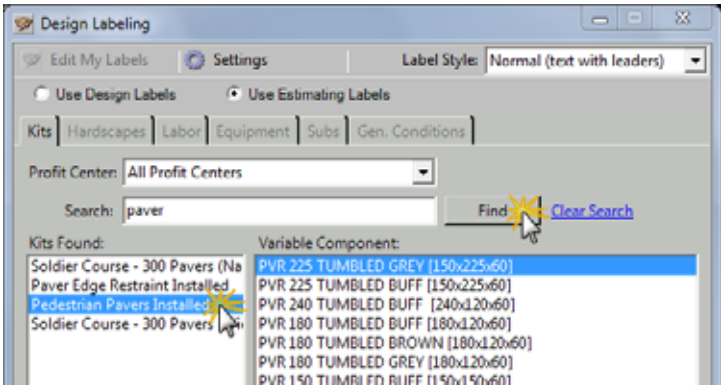
To insert Estimating labels use the same steps as when inserting Design Labels:

1. Select the label you wish to use from the list.

2. Select one of the measuring tools, measure the drawing and then insert the label as usual. You can also manually enter a value instead and click **Insert**.

Finding and Inserting Estimating Labels using Legacy Q/M

When Linked to Legacy Q/M all your Price List items can be found in six tabs displayed. Choose the tab that contains the item you are looking for. To see all the items in the tab click Find. If this section of Price List has a lot of items in it, you may need to provide some search criteria in the Search field or filter by Profit Center, Category or Supplier that may be found in each tab.



The Kits tab and Hardscapes tab will be divided into two sections. The Kits tab will have a Kits section on the left and Materials on the right. When you select a kit any lead items in the kit will appear on the right. You are required to select a lead item when labeling (the first item will be selected automatically). The Materials tab will have a Materials section on the left and a Kits section on the right. When you select a Material, the Kits that this item is a lead item in will appear on the right. You can, but are not required to, select a Kit as well if you wish.

To insert Estimating labels use the same steps as when inserting Design Labels:

1. Select the label you wish to use from the list.

2. Select one of the measuring tools, measure the drawing and insert the label as usual. You can also manually enter a value instead and click **Insert**.

Creating a Material List from a Drawing

One of the benefits of using DS|Design is that once the drawing has been labeled (using the labeling panel described in this chapter), a material list can be created in just a few seconds.

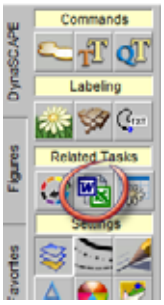
Exporting a Material List from a Drawing to Word/Excel

You can export a material list from Design once you have completed labeling your drawing using the Plant Label Panel. This feature will generate an instant material list in your choice of MicroSoft Word or Excel. Only labels from the Plant Label panel will appear in the list.

To generate a material list follow these steps:

1. If you have inserted any labels on the **Takeoffs** layer, click on the **All_Labels_On** mode to turn them on.

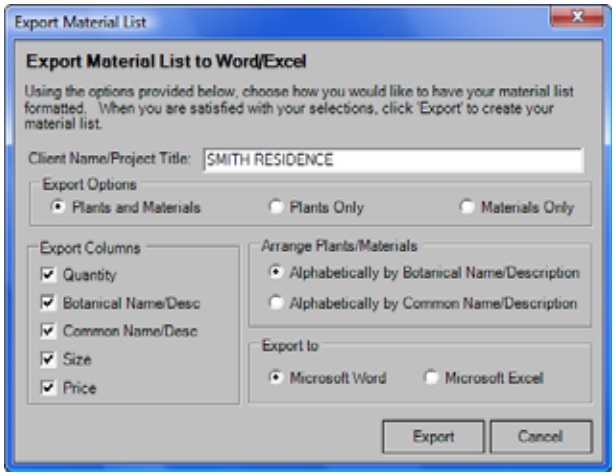
2. Click on the **Export a material list from this drawing** button on the



DynaSCAPE sidebar folder to open the **Export Material List to Word/Excel** wizard.

3. Design automatically puts the name of the drawing in the Client Name/ Project Title text box, which you can modify to suit your needs. Here you can choose your export options of Plants and Materials, Plants Only or Materials Only. You can also select which columns you wish to appear in

the exported list and how you wish to arrange the plants. You can also choose an export option of Microsoft Word or Excel.



About Export Options: 'Plants' refers to any labels created using the Plant Label panel while 'Materials' refers to any labels created using the Design Label panel.

4. Click **Export** and Design will open Word or Excel and insert the list of plants and/or materials labeled from your drawing into it.

July 6, 2009

SMITH RESIDENCE

Plants

Quantity	Botanical Name	Common Name	Size	Price
1	Acer rubrum	RED MAPLE	2" CAL. W.B.	$310.00
3	Azalea 'Lemon Lights'	LEMON LIGHTS AZALEA	5 GAL	$126.00
1	Buxus 'Green Mountain'	GREEN MOUNTAIN BOXWOOD	5 GAL	$47.00
21	Buxus microphylla 'Winter Gem'	WINTER GEM BOXWOOD	3 GAL	$609.00
1	Cercis canadensis 'Forest Pansy'	FOREST PANSY REDBUD	5' POTTED	$265.00
1	Chamaecyparis nootkatensis 'Pendula'	PENDULA NOOTKA CYPRESS	5' W.B.	$295.00
3	Hemerocallis 'Catherine Woodbury'	CATHERINE WOODBURY DAYLILY	1 GAL	$58.50
3	Heuchera 'Bronze Beacon'	BRONZE BEACON CORAL BELLS	1 GAL	$64.50
5	Hydrangea paniculata 'Pink Diamond'	PINK DIAMOND HYDRANGEA	5 GAL	$190.00
5	Juniperus sabina 'Monna'	CALGARY CARPET SAVIN	3 GAL	$182.50
3	Juniperus squamata 'Blue Star'	BLUE STAR JUNIPER	3 GAL	$96.00
6	Lamium maculatum 'Beacons Silver'	BEACONS SILVER LAMIUM	1 GAL	$99.00
1	Miscanthus sinensis 'Autumn Light'	AUTUMN LIGHT MAIDEN GRASS	3 GAL	$21.50
2	Pyrus calleryana 'Chanticleer'	CHANTICLEER PEAR	2" CAL. W.B.	$650.00
			Sub Total:	$3,014.00

Materials

Quantity	Description	Price
165 ft	BRUSSELS BLOCK BORDER (12")	$3,465.00
101 sq. ft	BRUSSELS BLOCK WALKWAY	$1,717.00
3	LANDSCAPE BOULDERS (LARGE)	$900.00
24 sq. ft	SQ. CT. FLAGSTONE ON EXISTING LANDING	$912.00
	Sub Total:	$6,994.00

Total: **$10,008.00**

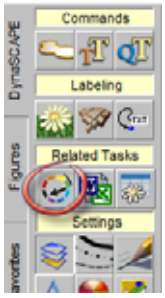
Creating a Quote from a DynaSCAPE Drawing

Note: If you are not using DS|Manage360 (Manage Website) or a Legacy version of DS|Quote of DS|Manage, skip this section.

If you are using DS|Manage360 (Manage Website) or a Legacy version of DS|Quote or DS|Manage, you can also generate fast, accurate and detailed quotes. However, before sending the drawing to any of these applications for quotation, there are a few things that may be done to make the quote as complete as possible and easy to understand.

Grouping Labels into Work Areas for Manage360 (Manage Website) and Legacy Q/M

If you are using DS|Manage360 (Manage Website) or a Legacy version of DS|Quote or DS|Manage to generate a quote from a drawing, the best way to organize a quote is to separate items into work areas or phases. It is easiest if you do this in DS|Design. DS|Design has a tool called **Group Labels into Work Areas for Quotation** that allows you to select labels to be grouped into a work area or work phase. This tool is found under the Related Tasks heading in the DynaSCAPE sidebar folder:



Creating Work Areas or Phases for Labels

In order to group our labels you must first choose a name and a color for our labels. The colors will help you distinguish which labels belong to each group on the drawing. Follow these steps to choose work area names and colors:

1. Click on the **Group Labels into Work Areas for Quotation** button to open the Quotation Groups panel.

2. Click on the **Add** button to open the Add Quotation Groups panel. Type in the name of the first group or phase and choose the color for those labels and click **OK**.

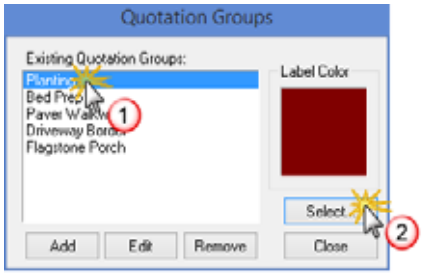
3. Continue adding as many work areas as needed. DynaSCAPE will automatically choose the next available unique color for each work area you add. You can also decide to change or choose a unique color manually.

Selecting a Label for A work Area or Phase

To select labels to put them in a work area or phase follow these steps:

1. In your Modes list, click on the **All_Labels_On** mode to make all our labels visible on the drawing.

2. Select a work area or phase name from the list in the Quotation Groups Panel. The color for that label will appear in the panel.



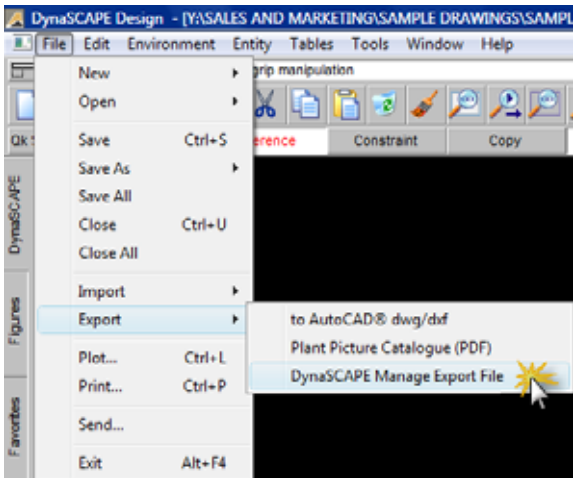
3. Click on the **Select** button. The panel will disappear to allow you to see the drawing clearly.

4. Click on each label in the drawing that you wish to belong to that work area or group. Right-click when finished and the labels will change to the color for that grouping.

Note: Keyed labels do not change in color but the label will still belong to that work area in the quote that is generated from this drawing.

Exporting to DS|Manage360 (Manage Website)

To export your drawing's labels to DS|Manage360 (Manage Website) for quotation, click on the File menu and select Export > DynaSCAPE Manage Export File. Open DS|Manage360 (Manage Website) to import the file and create your quotation.



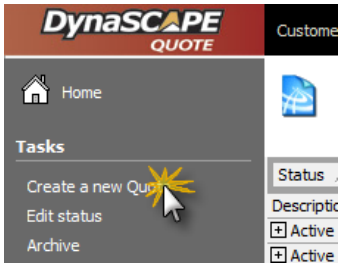
Exporting to Legacy Q/M (DS|Quote or DS|Manage)

Design v5 no longer exports directly from Design into legacy versions of DS|Quote or DS|Manage. Instead, drawings are imported from within DS|Quote or DS|Manage. To import a drawing into a legacy version of DS|Quote or DS|Manage, follow these steps:

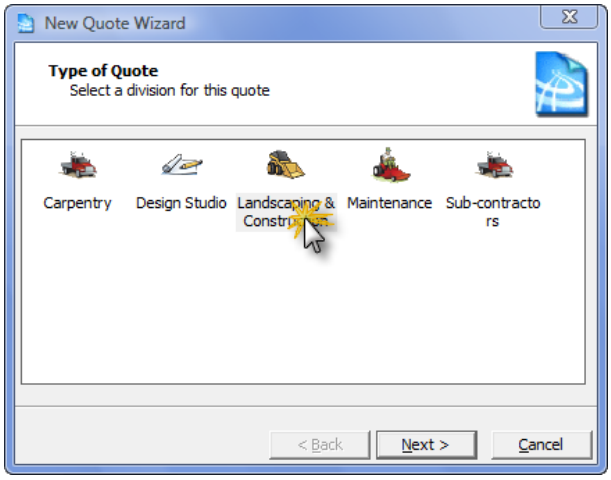
1. Save your labeled drawing that has been prepared for estimation (labeled, work areas etc.)

2. Open DS|Quote or DS|Manage (you must be running the latest version of DS|Quote or DS|Manage to import Design version 5 drawings)

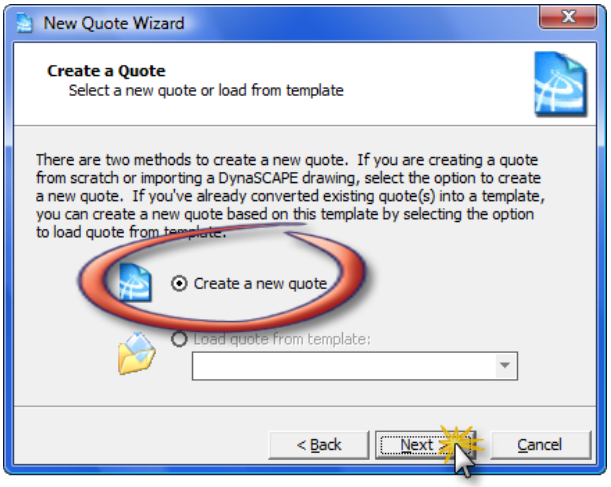
3. Navigate to the Quotes section and click on **Create a new Quote** under **Tasks** to open the Quote Wizard.



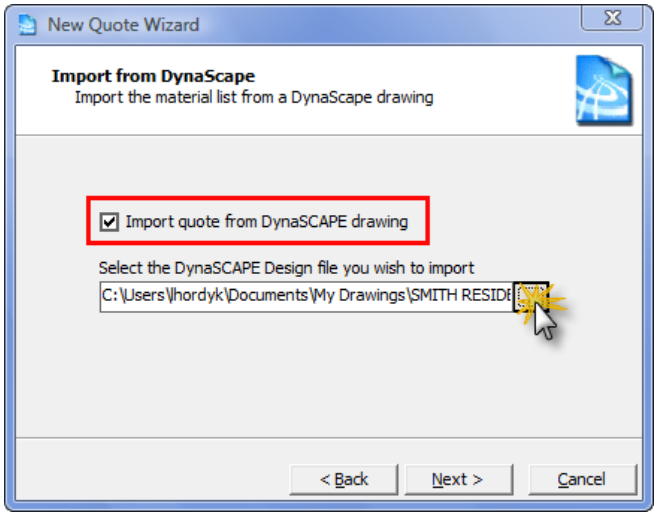
4. Choose your division.



5. Make sure **Create a new quote** is selected and click **Next**.

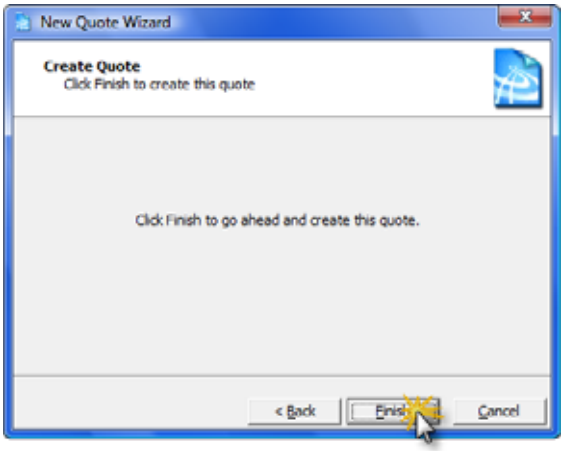

New Quote Wizard
Create a Quote
Select a new quote or load from template
There are two methods to create a new quote. If you are creating a quote from scratch or importing a DynaSCAPE drawing, select the option to create a new quote. If you've already converted existing quote(s) into a template, you can create a new quote based on this template by selecting the option to load quote from template.
Create a new quote
Load quote from template:
< Back
Next
Cancel

6. Click on **Import quote from DynaSCAPE drawing** and then navigate to the drawing you wish to import. Click **Next**.


New Quote Wizard
Import from DynaScape
Import the material list from a DynaScape drawing
Import quote from DynaSCAPE drawing
Select the DynaSCAPE Design file you wish to import
C:\Users\hordyk\Documents\My Drawings\SMITH RESIDE
< Back
Next >
Cancel

7. If your customer is already in the customer list select it. If not click on **New** to create a new customer. Enter a description for your new quote and click **Next**.

8. Click **Finish** and follow the steps to import the drawing into the new Quote.



Creating a Plant Picture Catalogue (PDF)

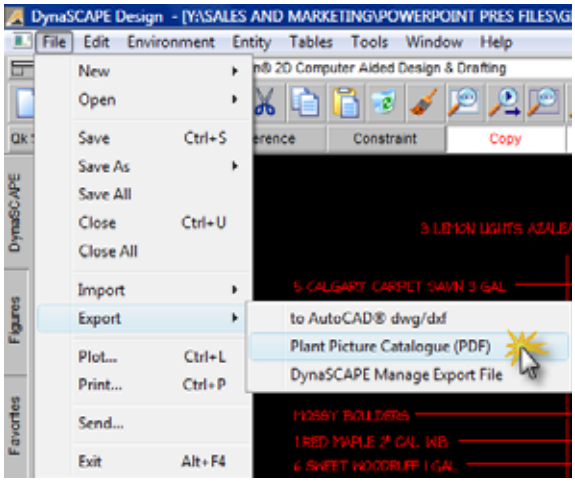
Once your drawing has been labelled using the Plant Label panel, you can also generate a Plant Picture Catalogue. This function places pictures of the plants from your drawing onto a sheet with six images per page that you can print out to give to your clients to show them the plants you have used in your design.

You must have plant labels on your drawing in order to use this function. You also need to have internet access and a current subscription.

To create a Plant Picture Catalogue from a design follow these steps:

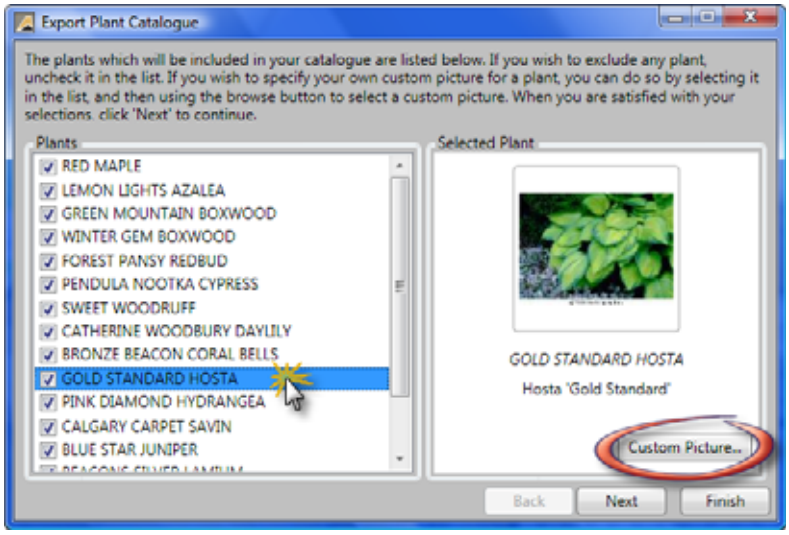
1. Label your drawing with plants from the Plant Label panel. Only these will appear in the Catalogue you create.

2. Click on the **File** menu and select **Export** > **Plant Picture Catalogue (PDF)** to open the Export Plant Catalogue wizard.

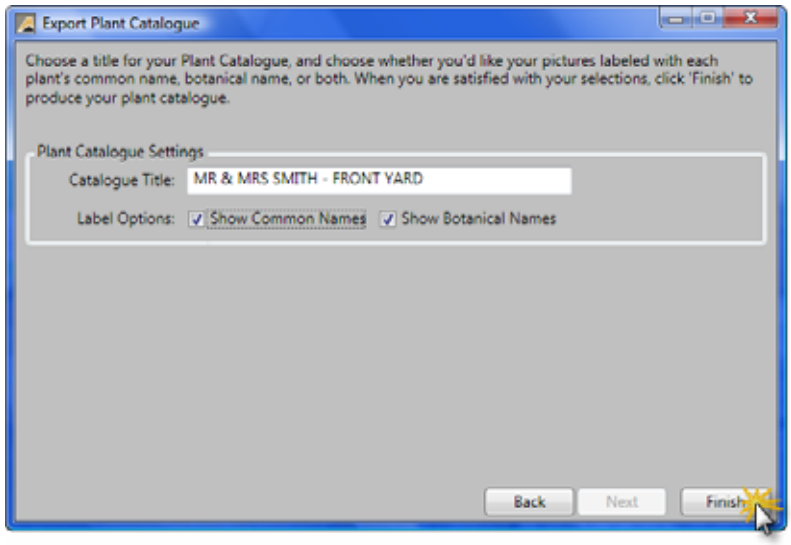


3. A list of plants that have been labeled on the drawing with load on the right side of the panel. You can click on a name in the list to see a thumbnail picture of the plant that is matched to the online plant database.You can also use you own image for any plant in the list by selecting the plant and

clicking on **Custom Picture**. This will allow you to choose any image on your computer to use for a plant in this catalogue.

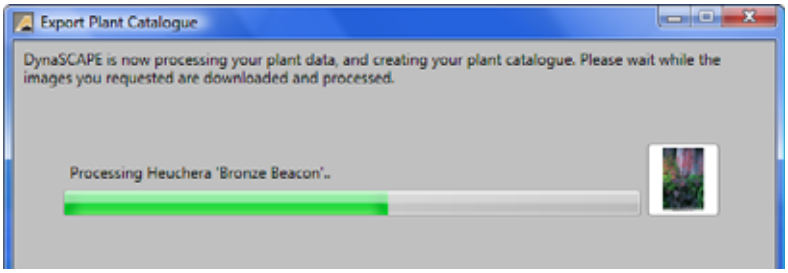

Export Plant Catalogue
The plants which will be included in your catalogue are listed below. If you wish to exclude any plant, uncheck it in the list. If you wish to specify your own custom picture for a plant, you can do so by selecting it in the list, and then using the browse button to select a custom picture. When you are satisfied with your selections, click 'Next' to continue.
Plants
RED MAPLE
LEMON LIGHTS AZALEA
GREEN MOUNTAIN BOXWOOD
WINTER GEM BOXWOOD
FOREST PANSY REDBUD
PENDULA NOOTKA CYPRESS
SWEET WOODRUFF
CATHERINE WOODBURY DAYLILY
BRONZE BEACON CORAL BELLS
GOLD STANDARD HOSTA
PINK DIAMOND HYDRANGEA
CALGARY CARPET SAVIN
BLUE STAR JUNIPER
Selected Plant
GOLD STANDARD HOSTA
Hosta 'Gold Standard'
Custom Picture...
Back
Next
Finish

4. Press **Next** to open the settings panel where you can change the catalogue title (the file name appears automatically) and choose which names you wish to appear with the picture. Click **Finish**.

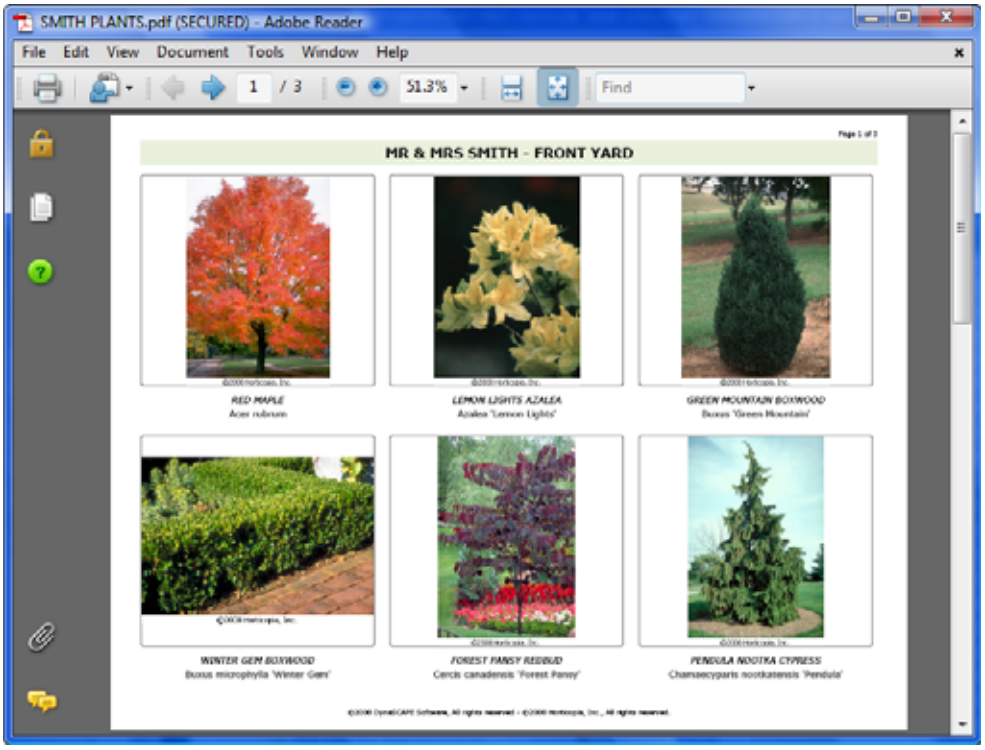

Export Plant Catalogue
Choose a title for your Plant Catalogue, and choose whether you'd like your pictures labeled with each plant's common name, botanical name, or both. When you are satisfied with your selections, click 'Finish' to produce your plant catalogue.
Plant Catalogue Settings
Catalogue Title:
MR & MRS SMITH - FRONT YARD
Label Options:
Show Common Names
Show Botanical Names
Back
Next
Finish

5. You will be first prompted to give the catalogue a name and the location you wish to save it to on your computer. Click **Save**. DynaSCAPE will

download and process all the information needed from the Online Plant Database, which may take a few minutes.


Export Plant Catalogue
DynaSCAPE is now processing your plant data, and creating your plant catalogue. Please wait while the images you requested are downloaded and processed.
Processing Heuchera 'Bronze Beacon'...

6. Once the processing is complete, your Plant Picture Catalogue will open as a secure PDF for you to view or print out. You can close the PDF and reopen it from the location it was saved during the process of creating it.


SMITH PLANTS.pdf (SECURED) - Adobe Reader
File Edit View Document Tools Window Help
MR & MRS SMITH - FRONT YARD
RED MAPLE
LEMON LIGHTS AZALEA
GREEN MOUNTAIN BOXWOOD
WINTER GEM BOXWOOD
FOREST PANSY REDBUD
PENDULA NOOTKA CYPRESS

Note: If you do not have a PDF reader you can download and install Adobe Reader for free from the Adobe website: www.adobe.com

Did You Know...

Rasters are cumulative - too many rasters, especially large ones, may cause the Plant Picture Catalog file to not open or a large file will be created.

The plant pictures should be no larger than 300 pixels by 300 pixels in height and width. Please see **Chapter 13 - Resizing Images using Paint**.

13

Working With Raster Images

Topics covered in this chapter:

- ✓ About Raster Images in DS|Design
- ✓ Finding and Inserting Plant Images
- ✓ Searching for Plant Images by Label
- ✓ Inserting a Raster Image from a File
- ✓ Moving and Resizing a Raster Image
- ✓ Resizing a Raster Image (or survey) to the Drawing Scale
- ✓ Editing or Removing a Raster
- ✓ Printing Drawings Containing Raster Images

This chapter will demonstrate how to work with raster images in DS|Design. The tools in this chapter will enable you to quickly find color images of plants that can be placed on your drawing to improve presentation, connect your drawing with the intended results, and demonstrate your competence, dedication, and professionalism to your client. This chapter will also show how to work with other types of images (i.e. images of lot plans or surveys to trace) to help improve the speed of the entire drawing process.

About Raster Images in DS|Design

Raster images are simply image files placed onto a Design drawing. Image files can be a JPG, PNG, GIF or BITMAP, with JPG's being the best option. This option can be used in several different ways:

- Users can scan printed surveys (lot plans) and insert the file containing the scanned image into their drawing, then use the image as a guide to drawing building and property lines.
- Others polish the finished drawing by adding a company logo or images of plants that will become part of the landscape.

Best Practices for Raster Images

1. JPG files are the best type to use if possible - convert TIF files to JPG's if they aren't coming through
2. Keep image files as small as possible - 600x600 pixels is recommended. 1400 x 1400 pixels should be the maximum size
3. Rasters are cumulative - too many rasters, especially large ones, may cause a drawing to not open. Keep them small if you plan to use a lot of them
4. Do not import images from a network location
5. If you plan to share a drawing with images with someone else, you will need to place all the image files in the exact same file location on their computer
6. Keep all your image files in the same location. Keep them with your drawing files so you can easily locate them
7. Scan lot plans as small an image/file size as you can
8. Set your scanner's resolution to no higher than 200dpi
9. Scan lots plans in black and white to reduce file size
10. When having large plans scanned always ask for a JPG file and have them scan at 50% (at 200dpi)

Unique Tools for Raster Images

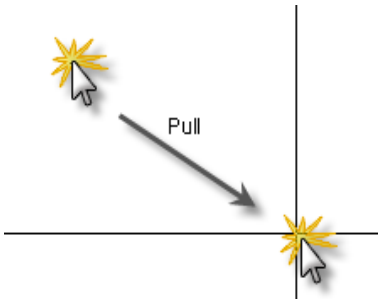
Raster images in Design cannot be selected in the same manner as lines, figures, and other objects. This means that moving, resizing, or deleting them cannot be done using grips or drawing tools. Design provides a separate set of tools for these tasks. This will be covered later in this chapter.

Raster Image Names

Design names raster images according their file name with the exception of images downloaded from DynaSCAPE.com. These images are named according to the common name as it appears on the Online Plant Database. Refer to the section later in this chapter for details on editing raster image names.

Inserting Raster Images

When using the tools in this chapter, you will be prompted to *Select the Bounding Area of the Raster*. To place a raster image at this point, select the upper left corner, then the lower right corner, where you wish the image to be placed.



Tip

If you wish for the image to be a particular width and height at a specific point in your drawing, the easiest way to do this is to use the rectangle tool in the draw toolbox to draw a boundary. Then when choosing the boundaries for the raster, hold [Shift] to turn on the inference, and select the opposite vertices of the rectangle.

Raster Image Files and DS|Design Drawings

When a raster image is placed in a Design drawing, the raster image file is NOT saved inside the Design drawing file. Only the location of the image file on the user's computer is saved.

If you need to transfer the Design drawing to another computer, the raster images must be transferred as well. In addition, the raster images must be placed in the exact same file location on the new computer. Otherwise the raster images will not be displayed when the drawing is opened at the new location.

Finding and Inserting Plant Images

Note

All the tools in this chapter are found on the Imaging Sidebar Folder. Click the Imaging Sidebar Folder on the far left side of the DynaSCAPE Design program to access these tools.

The tools covered in this chapter allow you to search for and insert plant images at dynascape.com, your local plant list (the Plant List Editor) and custom images you may have on you own computer.

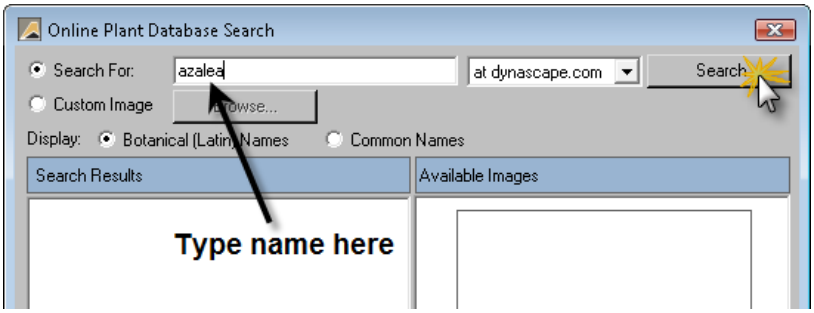
The first tool relies on nothing already in the drawing, so you can use this tool at any point in the drawing stage. However, if you have Plant Labels on your drawing, it is faster to use the second add image tool that allows you to click on the label and it finds the plant image for you.

Searching for Plant Images at dynascape.com

To use search for and insert plant images from dynascape.com, follow these steps:

1. Click the **Search for Plant Images** icon.

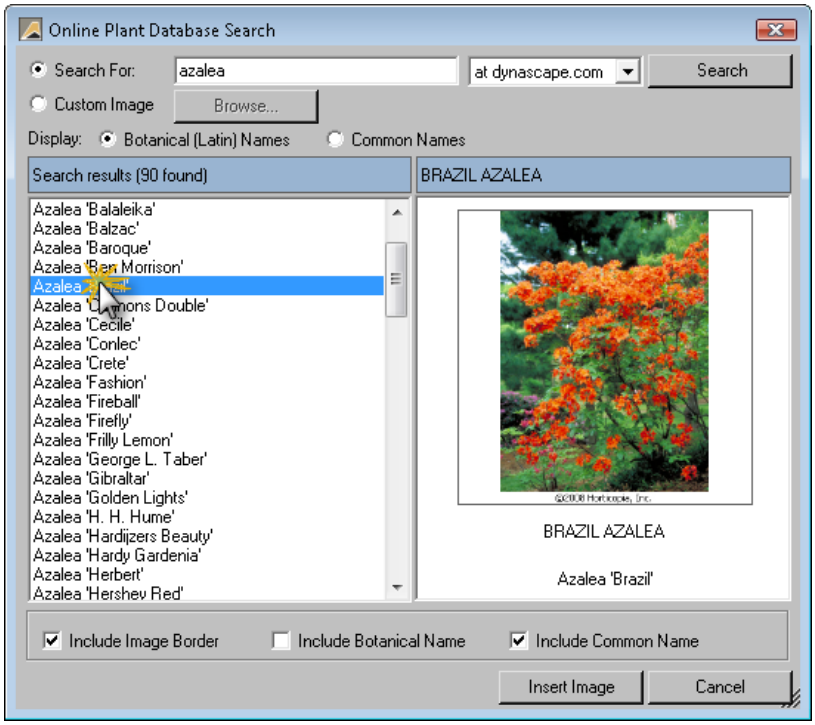
2. The Search for Plant Images panel will be displayed allowing you to type in a plant name to search for. When searching at dynascape.com you are search DynaSCAPE's Online Plant Database of over 9,000 plants with pictures.



3. Click **Search** and the results will be displayed in the panel below.

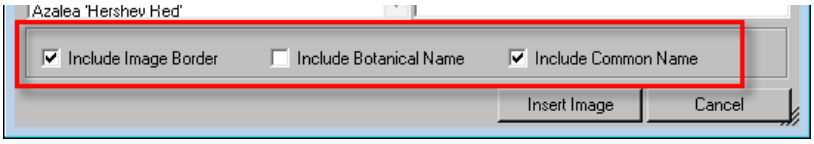
4. If there are no results, check your spelling or shorten the name to get more results. As with searching in the plant label panel, you will get better results by typing only the first few letters of the plant you are looking for or by typing in part of a name that is unique.

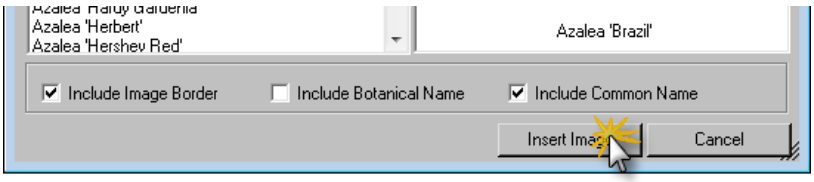
5. If you see the plant name you are looking for, click on it. The image for the plant will appear in the panel on the right side.



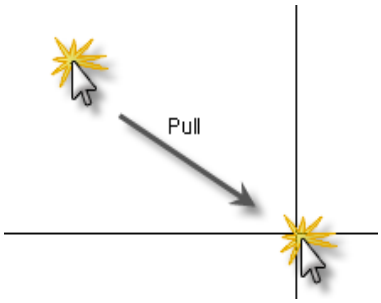
Placing the Plant Image

1. You can insert the image with a border along with the Botanical or Common names. Choose the options you wish to include and click **Insert Image**.





2. DynaSCAPE Design will then prompt you to select the first corner of where the image will be placed on the drawing. Click where you wish to place the top-left corner. You will then be prompted to click where you wish the bottom-right corner. This will determine the size of the window in which the image will be placed.



Design will then place the image at the location you specified, with a border and/or any text you chose beneath the image.

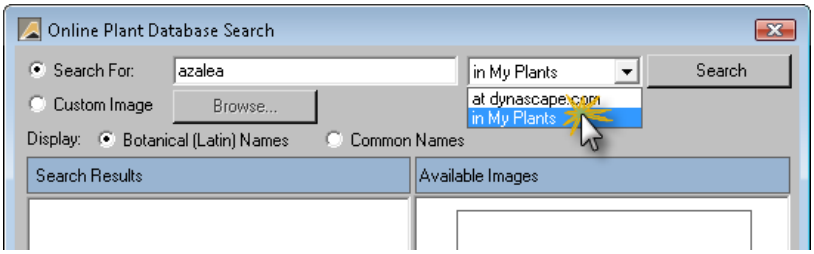
Searching for Plant Images in My Plants

This search option will look for plants and images in your local database (if you are connected to DS|Manage (online), DS|Quote or DS|Manage, it will look there). The benefit of search for plant images in My Plants is that you can have custom images assigned to your plants (**Note:** Legacy versions of DS|Quote and DS|Manage do not have custom pictures).

To use search for and insert plant images in My Plants, follow these steps:

1. Click the **Search for Plant Images** icon.

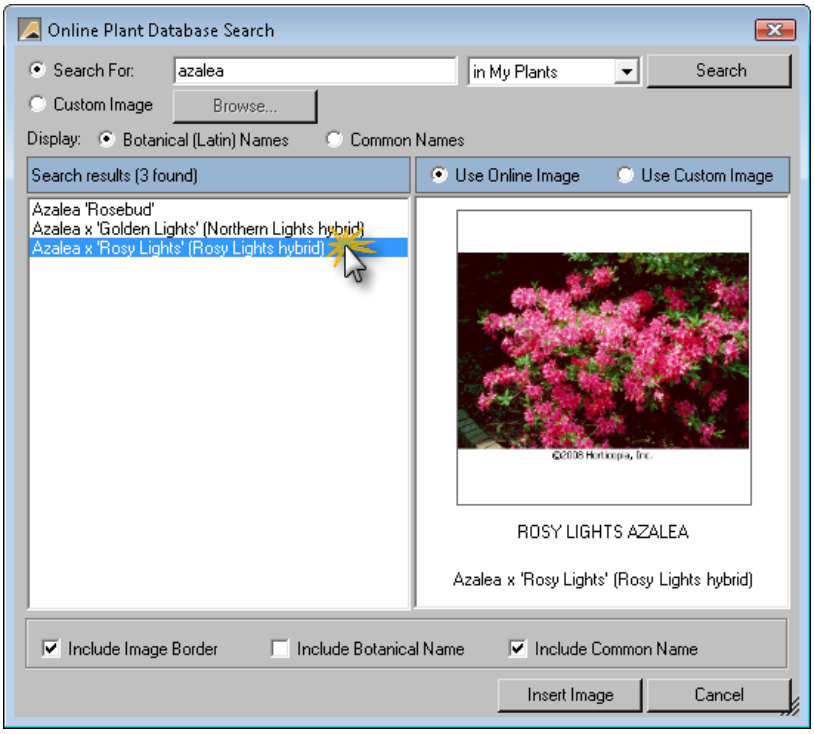
2. The Search for Plant Images panel will be displayed. Click on the arrow beside at.dynascape.com and choose **in My Plants**.



3. Type in a plant name and click **Search** and the results will be displayed in the panel below.

4. If there are no results, check your spelling or shorten the name to get more results. As with searching in the plant label panel, you will get better results by typing only the first few letters of the plant you are looking for or by typing in part of a name that is unique.

5. If you see the plant name you are looking for, click on it. The image for the plant will appear in the panel on the right side.



6. Insert the image the same way as outlined in the previous steps: **Placing the Plant Image**.

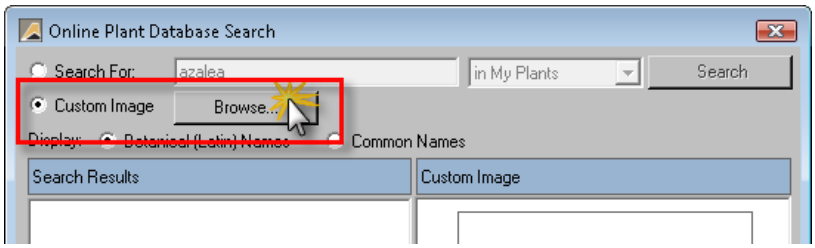
Searching for Custom Images

If you prefer to use a custom image of a plant or any other item you can use this panel as well.

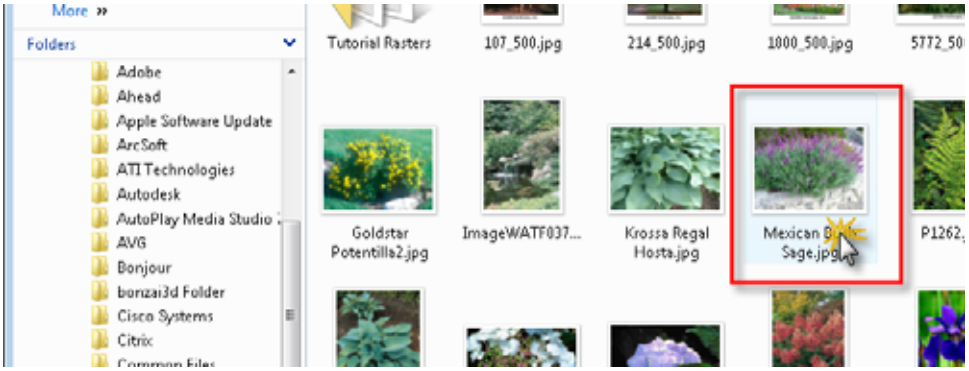
To find a custom image follow these steps:

1. Click the **Search for Plant Images** icon.

2. The Search for Plant Images panel will be displayed. Click on the **Custom Image** option and then click **Browse**.

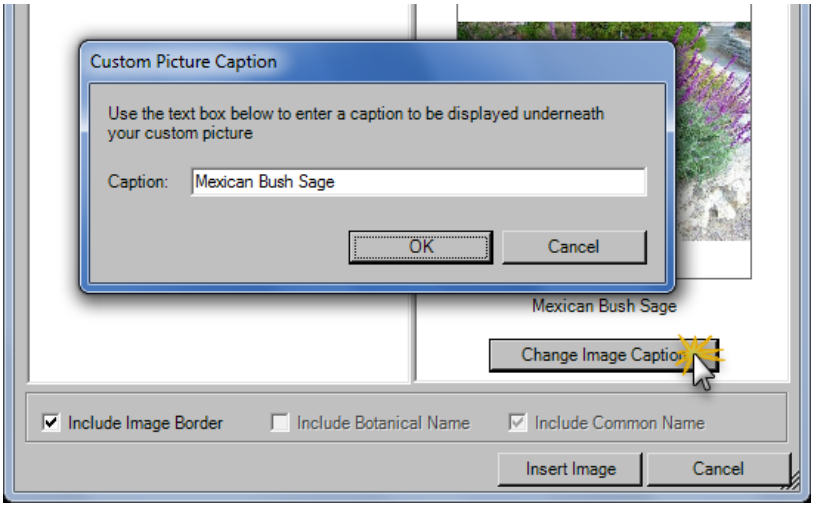


3. You will be able to browse your computer to find any JPG file you wish to insert. Select the image and click **Open**.



4. The image will appear in the panel on the right side along with image file name. This is the name that will appear with the image when you insert it

into the drawing. If you wish to change the name, click **Change Image Caption**, change the name as needed and click **OK**.



5. Insert the image the same way as outlined in the previous steps: **Placing the Plant Image**.

Note: The image name or caption will appear under the image. If you prefer not to have a name appear, click on Change Image Caption and delete the caption and click OK before inserting

Searching for Plant Images by Label

If you have already labeled all the plants on your drawing using the plant labeling tool, DynaSCAPE provides a shortcut to finding a plant image that makes use of those labels. Click the second imaging tool, the **Search for Plant Images based on a Plant Label** icon to use this feature.

To use this tool, follow these steps:

1. Click on the Softscape label you wish to find images for and then right-click.

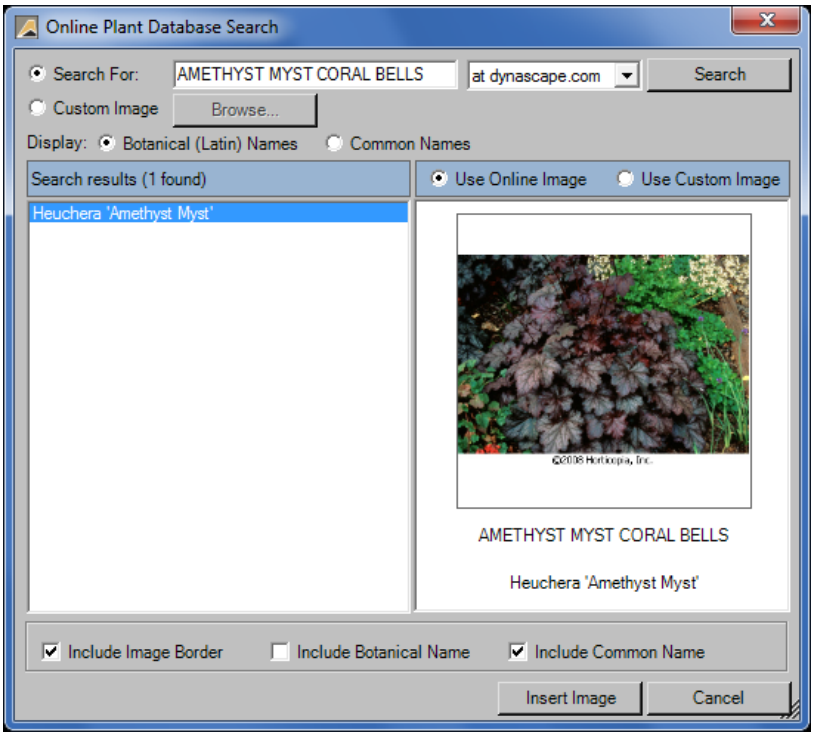
LANDSCAPE BOULDERS
1 CHANTICLEER CALLERY PEAR
4 BURGUNDY GLOW BUGLE CARPET
3 AUREA NANA JAPANESE BARBERRY
7 AMETH T MYST CORAL BELLS
3 OVERDAM FEATHER REED GRASS
1 CRIMSON QUEEN JAPANESE THREADLEAF MAPLE

2. The **Plant Search Images** tab will open and display the image that the plant label is matched to.

If the plant was labeled from your local database (My Plants) the image chosen for that plant will appear. If the plant was label by searching at dynascape.com, the image found in the Online Plant Database will appear.

If the plant was labeled from your local database (My Plants) and assigned a custom image, the custom image will be the default image that appears. You can switch to the image from dynascape.com if the plant has been matched to the Online Plant Database in the Plant List Editor.

If no image appears you can either search for one at dynascape.com or browse your computer for a custom image.



3. Insert the image the same way as outlined in the previous steps: **Placing the Plant Image**.

Did You Know...

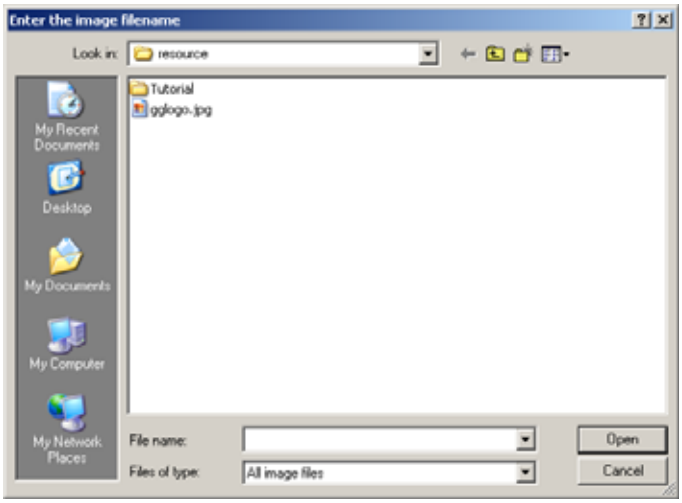
There is a possibility that the plant you selected with this tool has no images or exact matches, you can simply search manually for a similar variety or another plant in your drawing.

It is also possible that the plant has not been matched in the Plant List Editor (or DS|Manage (online) or your Legacy Q/M database) with the Online Plant Database. This needs to be done in the Plant List Editor (or DS|Manage (online) or your Legacy Q/M database). See the *Labelling for Quotation* section of this manual for matching plants in the Plant List Editor.

Inserting a Raster Image from a File

DynaSCAPE Design provides tools to let you insert plant images, hardscape images or company logos into your drawing from files stored on your computer. To get started, click the **Insert a Raster Image** tool icon on the Imaging tab.

DynaSCAPE Design will open a dialog box asking for an image file to be inserted.



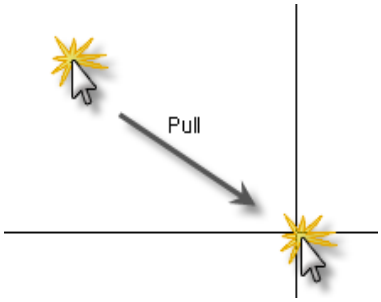
Note

DS|Design supports the following popular image file types:

- JPG NOT JPEG (recommended!)
- Bitmap
- PNG
- TIF (not recommended - only small files work)
- GIF (not recommended)

Before inserting an image, make sure your constraints are set **Off**. To insert the image, click where you would like the top-left corner of the image to be, move your mouse diagonally and then click to determine the bottom-right corner. The image will appear

on your screen within the boundary you set. If your boundary does not match the aspect ratio of the image it will fit it as best it can without changing aspect ratio.



Raster Troubleshooting

If the image does not appear, try the following:

? Your constraints may be on. Turn your constraints to **None**.

? Is the image file in a supported format? Image files come in a variety of formats, and some types of files (e.g. GIF) may come in different formats of its own. Try opening the image in an image editing program, saving the image as a standard Windows JPG file, and inserting that file as a raster image.

? Is the image file located in a long file path? Design may not be able to read the file if it is. Try moving the file directly into the C:\ drive and inserting the image from there.

? The image file may be too large. Design may not be able to insert images that are very large, especially large TIF images. Open them up in a an image editing program and reduce the file size or save it as a JPG file and try again.

If the image(s) do not appear when you reopen the drawing:

? The image file is no longer on your computer. Images are referenced to the actual file on your computer and will not appear if the file is moved or deleted.

Moving and Resizing a Raster Image

Because raster images cannot be modified the way lines, figures, and other objects in Design can, moving and resizing them requires using a tool specific to raster images.

Moving a Raster Image (no border)

To move or resize an existing raster that does not have a border:

1. Click the **Move and Resize an Existing Raster Image** button:

A list will drop down containing all the rasters that have been inserted into your drawing.

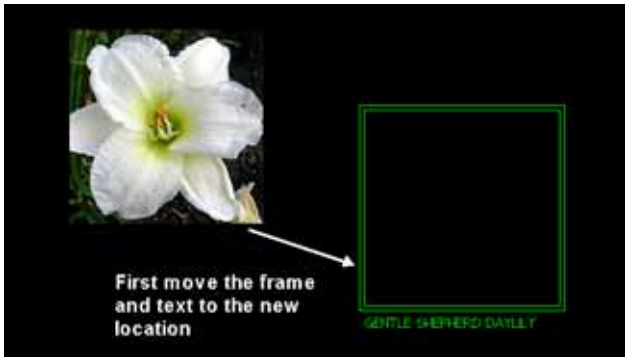
2. Select the raster name corresponding to the raster you wish to move.

3. Making sure your constraints are set to **None**, draw a window using the cursor to determine the new corner boundaries of the raster image.

Moving a Raster Image With a Border

To move or resize an existing raster that has a border and text:

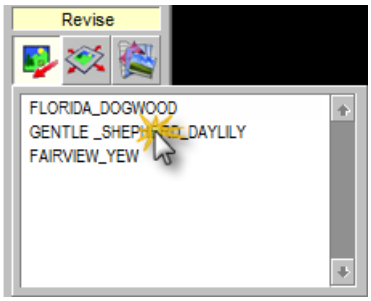
1. Using the move tool, move the border or frame that surrounds the image and the text to the new location first.



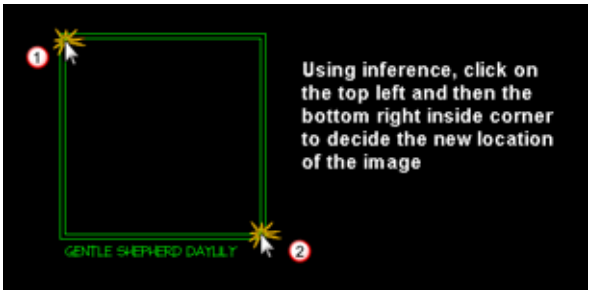
2. Click the **Move and Resize an Existing Raster Image** button:

A list will drop down containing all the rasters that have been inserted into your drawing.

3. Select the raster name corresponding to the raster you wish to move.



4. Using inference, select the top left inside corner and the bottom right inside corner to set the new location of the image. Make sure constraints are off.



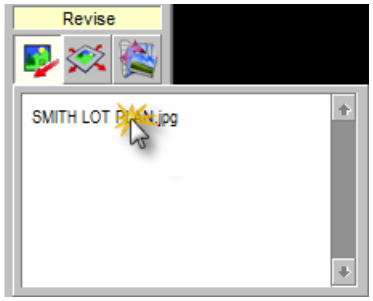
Resizing an Image to the Drawing Scale

The tool described in this section will allow you to scale an inserted image so that the scale of the image matches the active drawing scale. This will allow you to trace the image using the Design tools, obtaining exact measurements where possible and very close estimates otherwise.

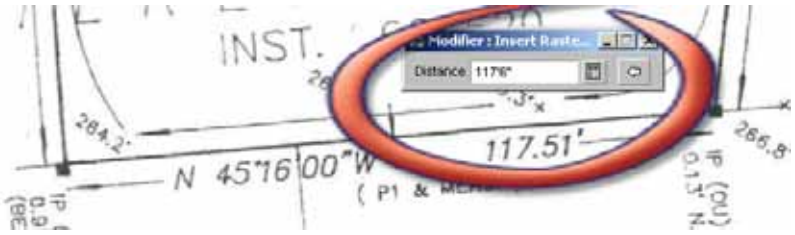
To resize an image to match the drawing scale:

1. Click the Revise an Existing Raster Image to Active Drawing Scale icon

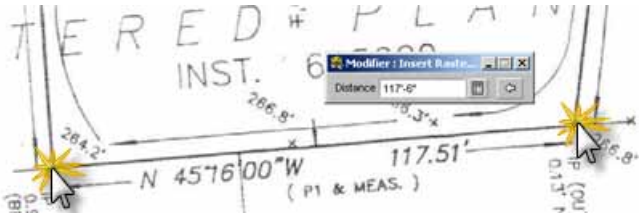
2. From the drop-down list that appears, select the raster name corresponding to the raster image you wish to scale



3. Enter a known length of a line on the raster (e.g. a property line) in the modifier box that appears. Use the longest known line on the raster for the greatest acuracy.



4. Click on each end of the line with the known length and the image will resize to the drawing scale.



Tip

In step 4 above, use the zoom tools get in closer to select the endpoints with greater accuracy.

After finishing step 4, verify the accuracy of the new image scale by using the **Measure the Distance Between 2 Locations** tool in the Edit toolbox and click on each end of the known line on the drawing.

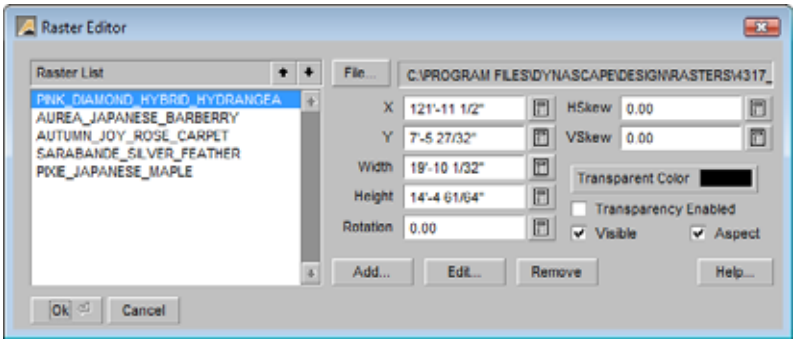
Editing or Removing a Raster

The final raster tool will allow you to change several other attributes of rasters, such as raster name, raster location, and visibility. You can also use this final tool to delete rasters. To access these features click on the **Edit Rasters** button:

The Raster Editor will open.

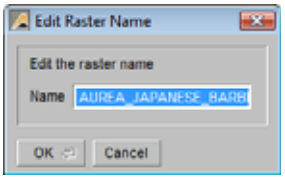
Note

Any changes made in the Raster Editor will NOT take place until the OK button is pressed.



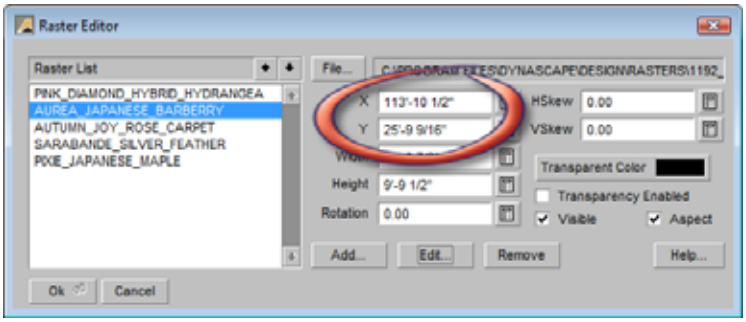
Changing the Raster Name

To change the name of a raster, select it from the Raster List and click **Edit**. Then type a new name in the modifier window that appears and click OK.



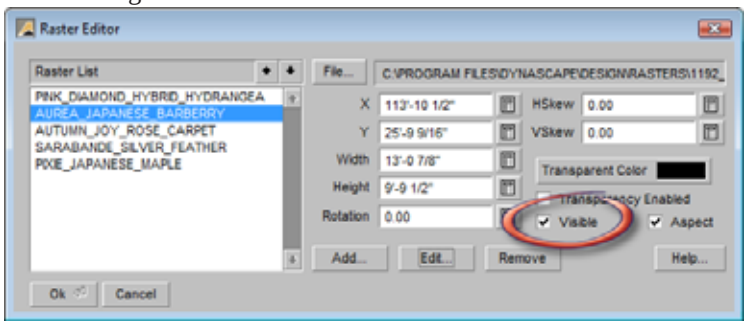
Adjusting the Raster Location

The location of any raster on your drawing can also be adjusted from the Raster Editor. This is only recommended for more advanced users. To change the location of a raster, enter new values in the X and Y fields. Distances are given from the bottom left corner of the drawing. After clicking **OK**, the raster will be shifted to the new coordinates.



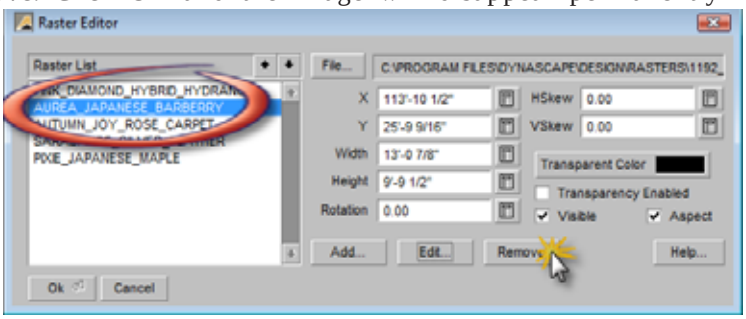
Turning Raster Visibility On and Off

If you wish to make rasters invisible to get a better view of what you have drawn, uncheck the Visible box in the Raster Editor, then click **OK**. To make the raster visible again, check the box again and click **OK**.



Permanently Removing a Raster Image

To remove an image from a drawing permanently, select the image from the list and click **Remove**. Click OK and the image will disappear permanently from the drawing.



Important

Removing rasters from a drawing does NOT remove the image file from its stored location.

Tips for Scanning Lot Plans

The following are guidelines to help you get the best results when scanning lot plans or designs for the purpose of inserting into a Design drawing for tracing:

- Always scan as a JPG rather than a TIF
- Scan as small an image/file size as you can
- Set your scanner's resolution to no higher than 200dpi
- Scan in black and white to reduce file size
- When having large plans scanned always ask for a JPG file and have them scan at 50% (at 200dpi)
- Try placing the lot plan in your scanner so the house or building sits parallel to the edges - this will make it easier to trace then if the house is on an angle.

How to Resize a Picture using Paint

If your image is larger than 600x600 pixels, please follow the below instructions to resize the image using the Microsoft Paint application that is built into Windows.

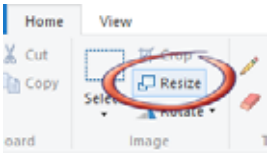
1. Open Paint

- In Windows 7: Click **Start>All Programs>Accessories> Paint**
- In Windows 8: Click the **Start** button, type **Paint** then in the list of results, double-click **Paint**.

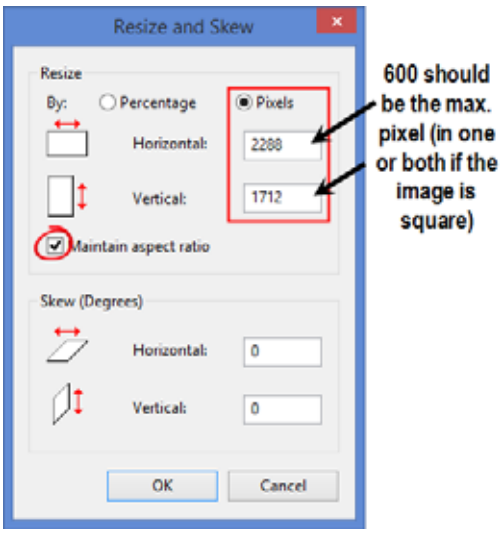
2. Open the Picture

- In Windows 7, click the **Paint** button then Open,
- Windows 8, click **File > Open**

3. On the **Home** tab, in the **Image** group, click **Resize**.

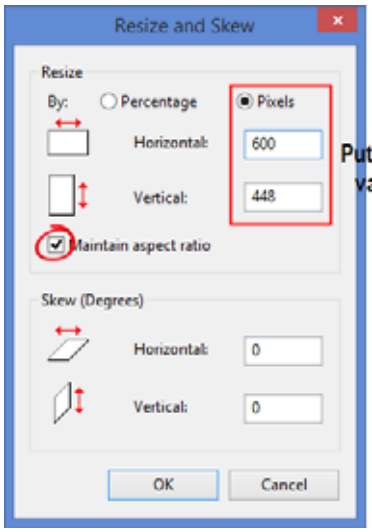


4. In the **Resize and Skew** dialog box, select the **Maintain aspect ratio** check box so that the resized picture will have the same aspect ratio as the original picture.



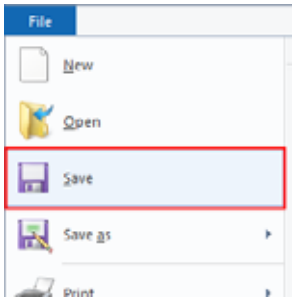
5. Once the **Maintain aspect ratio** check box is selected, enter the horizontal value (width) or vertical value (height). The other box in the Resize area is updated automatically. Do one of the following in the Resize area, and then click **OK**:

- To resize your picture by a certain percentage, click **Percentage**, and then **enter** a percentage to reduce the width by in the Horizontal box or a percentage to reduce the height by in the Vertical box.
- To resize the picture so it's a specific size, click **Pixels**, and then **enter a new width** in the Horizontal box or **new height** in the Vertical box.

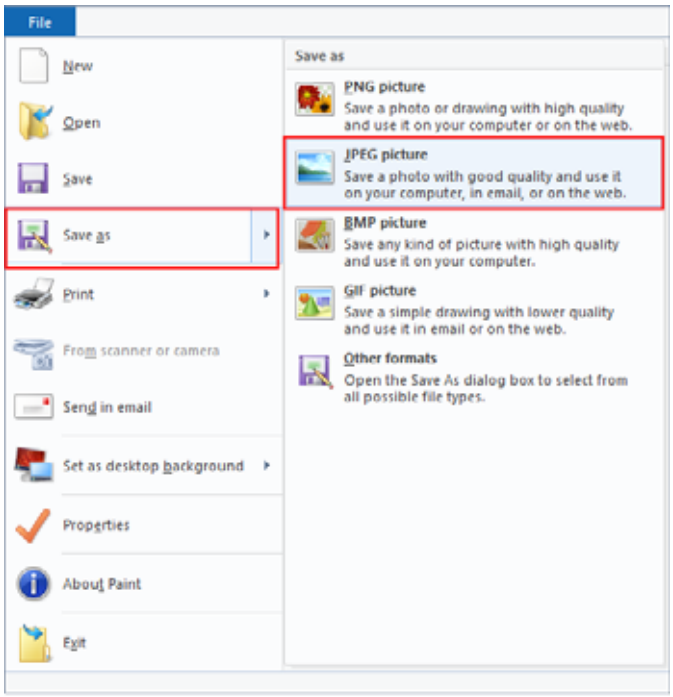


6. Save your newly resized image:

- To overwrite existing image:
  In Windows 7, click the **Paint** button, then click **Save**
  In Windows 8, click **File>Save**



- To Preserve your exiting image:
  In Windows 7, click the **Paint** button, then click **Save as** then click **JPEG picture**.
  In Windows 8, click **File>Save** As then click **JPEG Picture**


File
New
Open
Save
Save as
Print
From scanner or camera
Send in email
Set as desktop background
Properties
About Paint
Exit
Save as
PNG picture
Save a photo or drawing with high quality and use it on your computer or on the web.
JPEG picture
Save a photo with good quality and use it on your computer, in email, or on the web.
BMP picture
Save any kind of picture with high quality and use it on your computer.
GIF picture
Save a simple drawing with lower quality and use it in email or on the web.
Other formats
Open the Save As dialog box to select from all possible file types.

*Paint on Windows 8.1

14

Printing and Saving as an Image File

Topics covered in this chapter:

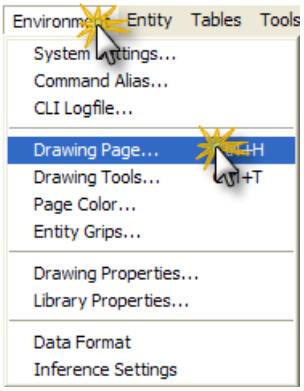
- ✓ Printing DynaSCAPE Drawings
- ✓ Printing DynaSCAPE Drawings with color images
- ✓ Saving DynaSCAPE Drawings as a JPEG or Adobe PDF
- ✓ Changing the drawing's output colors to black
- ✓ Saving a DynaSCAPE Drawing as a PDF file using an external driver
- ✓ Sending a drawing out to a print shop

Printing DynaSCAPE Drawings (no images)

Printing Drawings Without Images (black output)

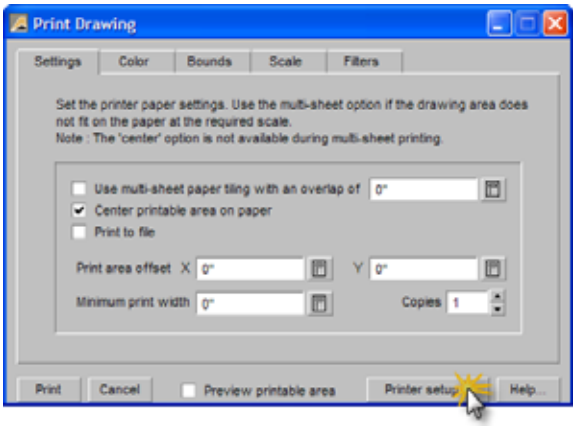
Follow these steps to print a DynaSCAPE drawing with a standard black and white output:

1. Before you print make sure you know the paper size and the scale of your drawing. If you know the size and scale, go to Step 2. To find your drawing page size and scale, go to the **Environment** menu and select **Drawing Page**. Here you can find the drawing page and scale of your drawing.

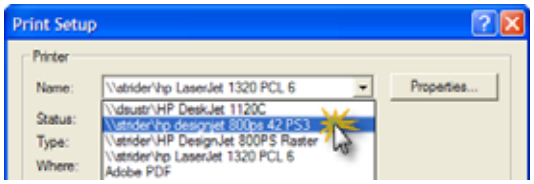


2. Click on the **Printer** icon or select the **Print** option in the **File** menu to open the **Print Drawing** panel.

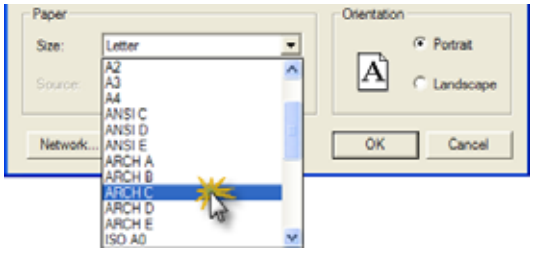
3. Click on the **Printer Setup** option to open the **Print Setup** panel



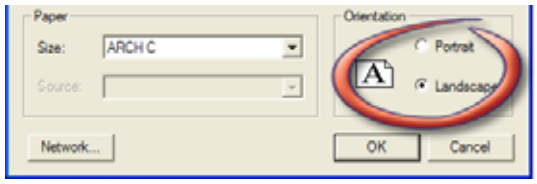
4. Select the printer you wish to print to from the list



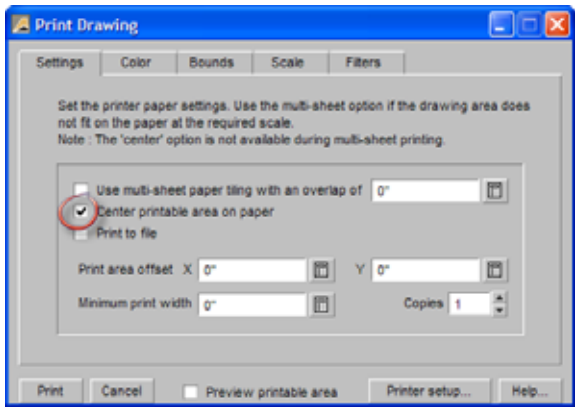
5. Choose the correct paper size. In order for your drawing be printed to the proper scale, you must choose the same size as the drawing you are trying to print.



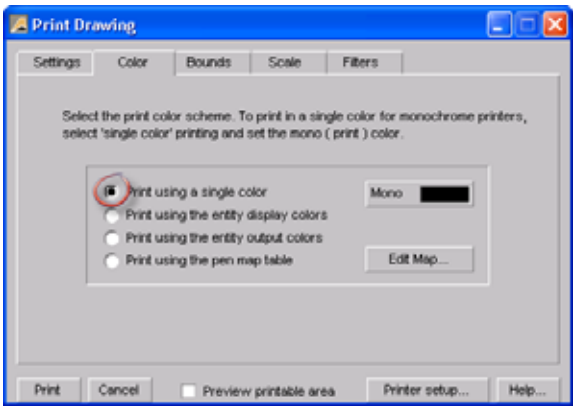
6. Choose the orientation of the paper to match your drawing's orientation and click OK.



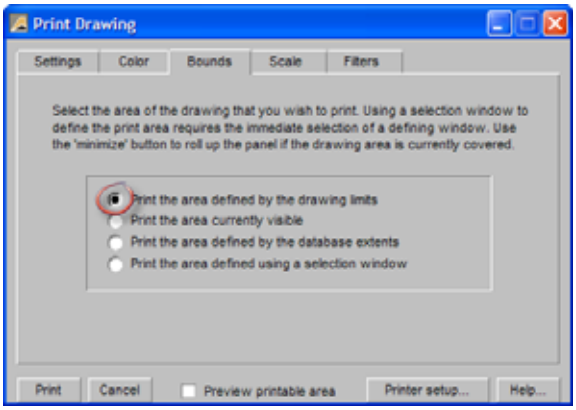
7. In the **Settings** tab of the Print Drawing panel, make sure the **Center printable area on paper** option is selected.



8. In the **Color** tab choose the **Print using a single color** option (usually the default setting)

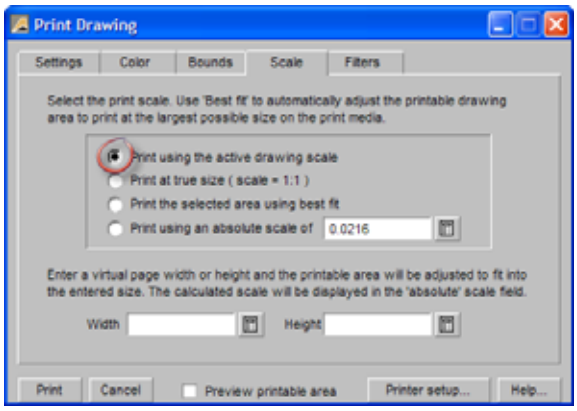


9. In the **Bounds** tab select the first option Print area defined by the drawing limits. This means that the area the will be printed will be everything inside the drawing limits will be printed, provided that the printer paper size and orientation are correctly set. Anything drawn outside the drawing limits will not get printed.

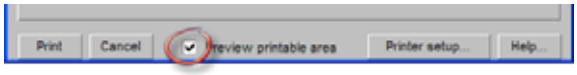

Print Drawing
Settings
Color
Bounds
Scale
Filters
Select the area of the drawing that you wish to print. Using a selection window to define the print area requires the immediate selection of a defining window. Use the 'minimize' button to roll up the panel if the drawing area is currently covered.
Print the area defined by the drawing limits
Print the area currently visible
Print the area defined by the database extents
Print the area defined using a selection window
Print
Cancel
Preview printable area
Printer setup...
Help...

10. In the **Scale** tab choose the option **Print using the active drawing scale**. This means that everything that gets printed will be set to the scale of the drawing. If you are printing to a smaller sheet size than your drawing,

choose the **Print the selected area using best fit** option, keeping in mind the drawing will not print to the drawing scale.


Print Drawing
Settings
Color
Bounds
Scale
Filters
Select the print scale. Use 'Best fit' to automatically adjust the printable drawing area to print at the largest possible size on the print media.
Print using the active drawing scale
Print at true size (scale = 1:1)
Print the selected area using best fit
Print using an absolute scale of
0.0216
Enter a virtual page width or height and the printable area will be adjusted to fit into the entered size. The calculated scale will be displayed in the 'absolute' scale field.
Width
Height
Print
Cancel
Preview printable area
Printer setup...
Help...

11. The last step before printing is to check the print preview to see if the drawing is going to fit on the paper size chosen. Click on the **Preview printable area** option at bottom of the print panel.



A red box should appear on the drawing screen (you may need to zoom out to see it). If the red box is not on top of the drawing limits line, go back check to make sure you have chosen the correct paper size and orientation in your printer setup, or that you have chosen the correct scale setting in the Scale tab.

12. If everything appears correct, click **Print.**

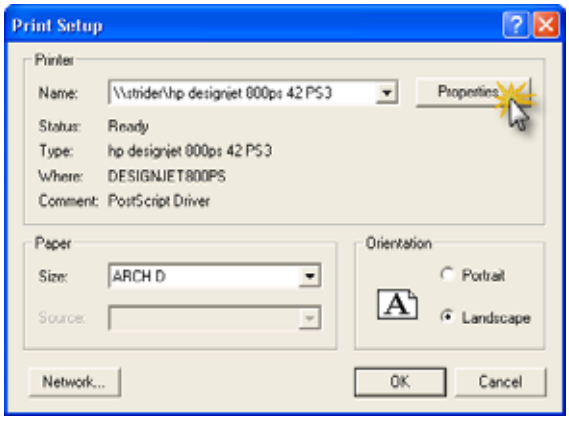
Printing Drawings with Raster Images

If your drawing has images of plants, hardscapes or a company logo and you wish to print them in color while printing the rest of the drawing in black and white, follow one of these two options:

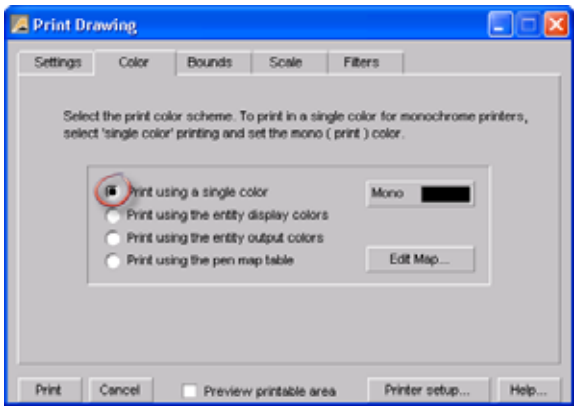
Option 1: Printing Without Changing the Color Settings

This option works for most printers that print in color:

1. Click on the **Printer** icon in DynaSCAPE to open the **Print Drawing** panel.
2. Click on the **Printer Setup** option to open the **Print Setup** panel
3. Select the printer you wish to print to, the paper size and orientation (see the previous section for details)
4. Click on the P**roperties...** option and set the printer's output to color and click Ok



5. In the Color tab of the Print Drawing panel choose the **Print using a single color** option



6. Set your bounds and scale correctly and click print. The drawing will print with all black lines while the images will print in full color.

If your images fail to print in color, use the next option.

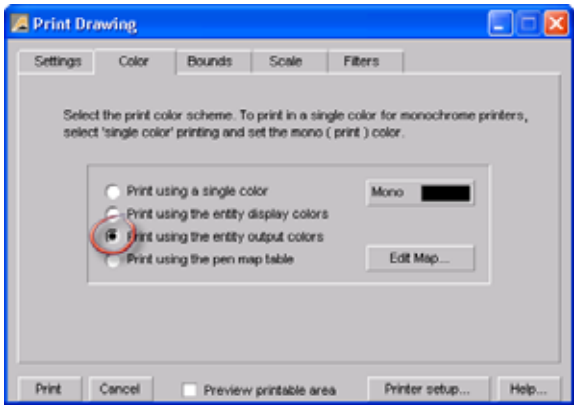
Option 2: Printing Using the Color Setting

Since most drawings with raster images require color printing, some users may need to use the Output Colors setting rather than the single color setting when printing or saving as an image file.

This option is used when the previous option does not work:

1. Follow Steps 1 - 4 in Option 1

2. This time in the Color tab of the Print Drawing panel choose the **Print using output color**s option



3. Set your bounds and scale correctly and click **Print**. The drawing will print with all black lines while the images will print in full color.

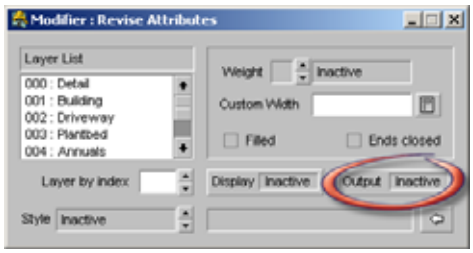
If some of the drawing's elements print out in dark red you will need to change the output colors of those elements. To do so, follow the next section outlining how to change the drawing's output color to black.

Changing the Drawing's Output Colors to Black

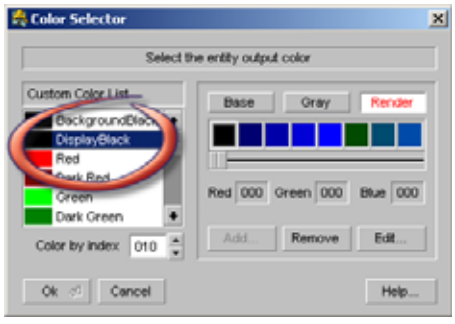
Older figures in DynaSCAPE Design were originally composed with an output color of dark red, and unless this is adjusted manually prior to printing those figures will print that color rather than the desired black. All the new figures in DynaSCAPE have been changed so the output colors are always set to black (version 3.7 and newer).

The output color of figures can be quickly changed by using the Revise Entity Attributes tool on the Advanced toolbar. To revise the Output Color:

1. Right-click the tool button, then click **Output Color**



2. Select **Display Black** from the list of colors, then click **OK**



3. Press **[Ctrl + A]** to select all objects on your drawing, then right-click on the drawing.

4. The drawing can now be printed using the Output Colors setting, and all figures on the drawing will print in black.

Missing Figures When Printing

Even if the drawing is not printed in color, including raster images in a DynaSCAPE Design drawing can increase the memory requirements for the printer. Usually the tell-tale symptom of printer memory problems is that certain figures are not printed at all.

If this happens, you have several options. The most obvious is to contact your printer manufacturer about details on increasing the memory of your printer, or obtain access to a printer with more memory installed. Another option is to save the drawing as a PDF or JPEG file, and attempt sending the file to the printer. If the other two options are not feasible, a third option is to save the drawing as a PDF or JPEG file and bring that file away to be printed at a print shop.

Saving a Drawing as a JPEG or Adobe PDF

Creating an image file from a DynaSCAPE drawing has many advantages and uses. Saving a drawing as a JPEG or Adobe PDF file type allows you to share a copy of your drawing with your clients by email or send it to your print shop for printing.

Choosing an Image File Type to Save to

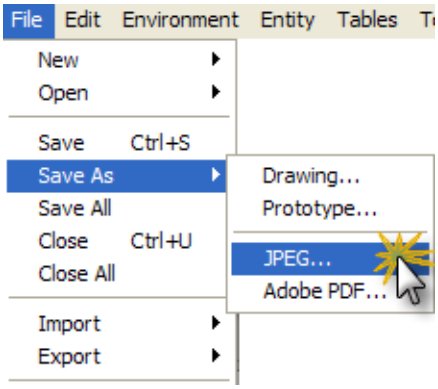
Choosing which image file to save to is quite simple. Image files can easily get too large to email or work with. By knowing what file type to use you can produce the smallest file size at the best quality.

1. **JPEG Image File:** JPEG images are not the highest quality and file size may become large with large paper sizes. Use this option if you wish to use the drawing on a website or publication.
2. **Adobe PDF File:** This is the best file type for sharing your drawing and preferred by most print shops. It will produce a better printout than a JPEG.

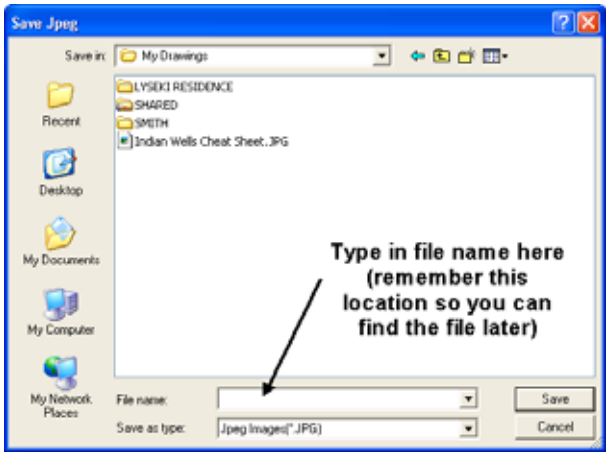
Saving a Drawing as a JPEG Image

To save a drawing as a JPEG image follow these steps:

1. In the DynaSCAPE File menu, select the Save as option and choose JPEG...



2. You will first be asked to give the file a name and a location to save it to once it has been created so you can find it later. Click Save.



3. An options panel will open. Choose these options:

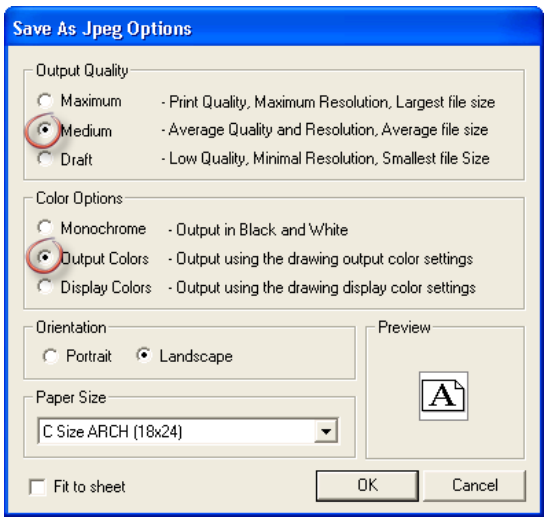
Output Quality: Always choose Medium. High makes the file size large and the '0' line weights too thin.

Color Options: Choose Monochrome. This will ensure all the lines will output black. Images will come out color.

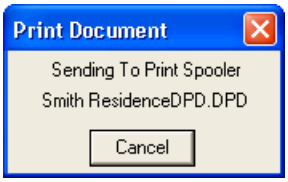
Orientation: Should match your drawing's orientation

Paper Size: Find the size that matches your drawing page size for the image to be printed to scale.

Fit to sheet: Only use this if you wish to shrink the image to fit on a smaller sheet size for emailing to a client


Save As Jpeg Options
Output Quality
Maximum - Print Quality, Maximum Resolution, Largest file size
Medium - Average Quality and Resolution, Average file size
Draft - Low Quality, Minimal Resolution, Smallest file Size
Color Options
Monochrome - Output in Black and White
Output Colors - Output using the drawing output color settings
Display Colors - Output using the drawing display color settings
Orientation
Portrait
Landscape
Preview
Paper Size
C Size ARCH (18x24)
Fit to sheet
OK
Cancel

4. Once you have chosen your options click Ok. You may see a small panel temporarily as the image driver processes the JPEG.



5. Once processed another panel will appear to say the process is complete. Click OK. This may take some time to appear if the drawing is large.

6. Now you can find the saved file to open and view or to send to a client or print house.

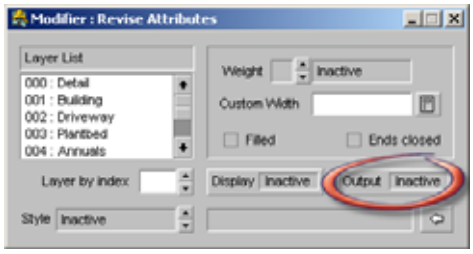
Note: If your image file has some objects that come out in dark red as apposed to black it is because the output colors for those objects are not set to black.

Older figures in DynaSCAPE Design were originally composed with an output color of dark red, and unless this is adjusted manually prior to printing those figures will print that color rather than the desired black. All the new figures in DynaSCAPE have been changed so the output colors are always set to black.

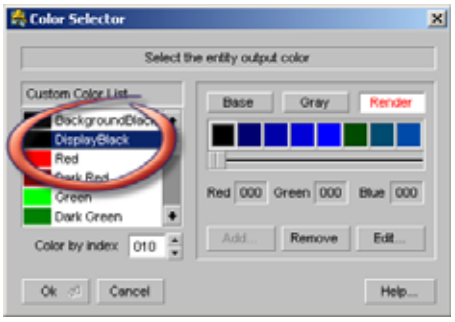
Changing Output Colors to Black

The output color of figures can be quickly changed by using the Revise Entity Attributes tool on the Advanced toolbar. To revise the Output Color:

1. Right-click the tool button, then click **Output Color**



2. Select **Display Black** from the list of colors, then click **OK**



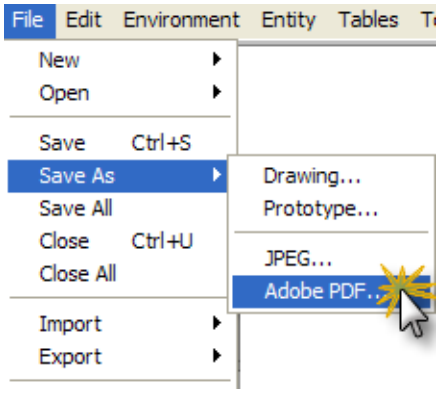
3. Press **[Ctrl + A]** to select all objects on your drawing, then right-click on the drawing.

The drawing can now be printed using the Output Colors setting, and all figures on the drawing will save as black in a JPEG image.

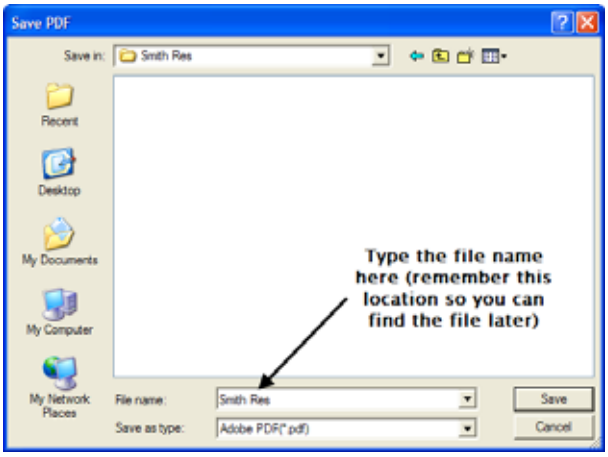
Saving a Drawing as an Adobe PDF

To save a drawing as an Adobe PDF image follow these steps:

1. In the DynaSCAPE File menu, select the Save as option and choose Adobe PDF...



2. You will first be asked to give the file a name and a location to save it to once it has been created so you can find it later. Click Save.



3. An options panel will open. Choose these options:

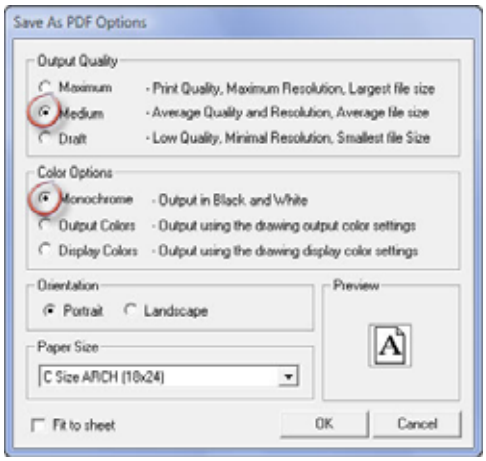
Output Quality: Always choose Medium. High makes the file size large and the '0' line weights too thin.

Color Options: Choose Monochrome. This will ensure all the lines will output black. All image will be saved as color.

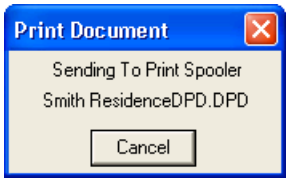
Orientation: Should match your drawing's orientation

Paper Size: Find the size that matches your drawing page size for the image to be printed to scale.

Fit to sheet: Only use this if you wish to shrink the image to fit on a smaller sheet size for emailing to a client


Save As PDF Options
Output Quality
Maximum - Print Quality, Maximum Resolution, Largest file size
Medium - Average Quality and Resolution, Average file size
Draft - Low Quality, Minimal Resolution, Smallest file Size
Color Options
Monochrome - Output in Black and White
Output Colors - Output using the drawing output color settings
Display Colors - Output using the drawing display color settings
Orientation
Portrait
Landscape
Preview
Paper Size
C Size ARCH (18x24)
Fit to sheet
OK
Cancel

4. Once you have chosen your options click Ok. You may see a small panel temporarily as the image driver processes the PDF.



5. Now you can go to the location you saved the file to open and view or to send to a client or print house.

Resetting the PDF Writer

Please ensure you have latest version of DynaSCAPE Design installed by checking for and applying updates.

If you are running the current version, then do the following to reset the PDF writer:

1. Go to Start>Devices & Printers
2. Right-click on DynaSCAPE PDF writer, choose remove device
3. Go to C:\Program Files(x86)\DynaSCAPE\Design\PDF Maintenance\
4. Double-click to run the AmyuniMaintenance.exe

Sending a Drawing Out to a Print Shop

If you need to send your drawing out to a print shop to get printed, consider some of these options. Since your print shop will not likely have a copy of DynaSCAPE, you cannot send them a DynaSCAPE drawing file. Instead, you can send them a JPEG or PDF file of the drawing. It is recommended that you send an Adobe PDF, since this is the type that provides the best quality output and one that most print shops prefer.

Depending on the size of the file created, you can email the drawing file to your print shop or copy it to a CD or memory stick.

Print Shop Prints Are Too Light

If your drawings printed by your local print shop are coming out too light, it is likely that they are converting your JPEG image files to a PDF format for printing. In doing so, quality is lost. If this is the case, save the drawing as a PDF file and have them print the PDF instead. The results will be much better.

Saving a drawing as a JPEG or PDF using Maximum quality may result in the line weights becoming extremely fine, especially the '0' line weights. Use Medium quality for the best results.

Print Shops vs. Your Own Printer?

The best quality prints will always come from a printer, large or small format. An Adobe PDF image will print just as well as directly from DynaSCAPE Design. Print shops on the other hand often use Xerox type machines that do not print DynaSCAPE's fine detail very well.

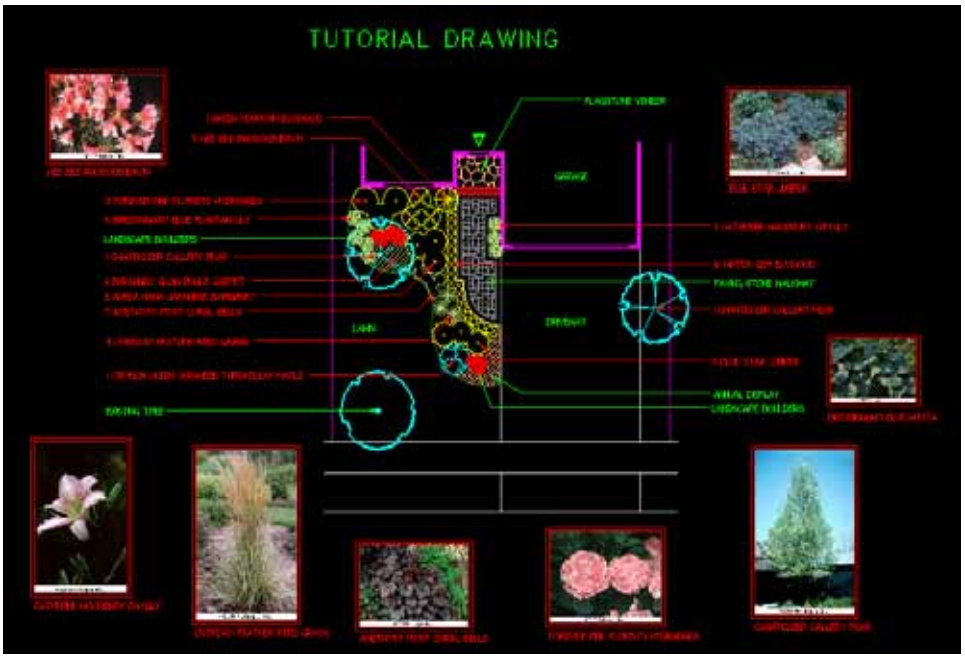
15
Design Tutorial: Part I

This chapter is Part I of II about learning to create a landscape plan by way of a tutorial drawing. During the process of this drawing you will:

- ✓ Create a base plan from site measurements
- ✓ Create a front yard landscape plan
- ✓ Learn how to add the design elements

The DynaSCAPE Design Tutorial

This tutorial will take you through all the steps required to complete a small landscape design with DynaSCAPE. The finished plan should look something like this:



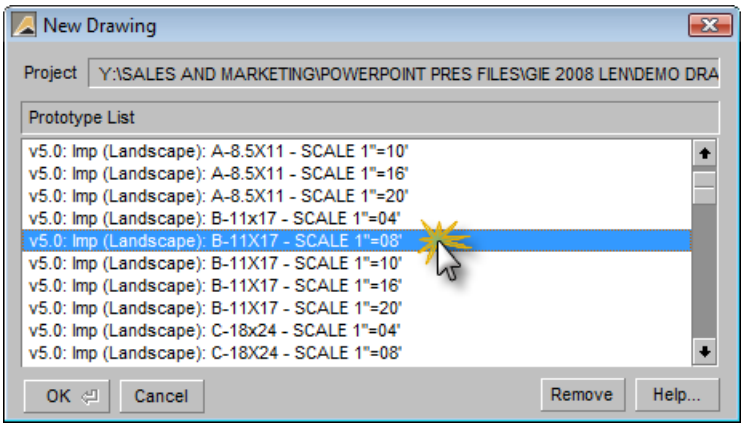
Drafting the Base Plan

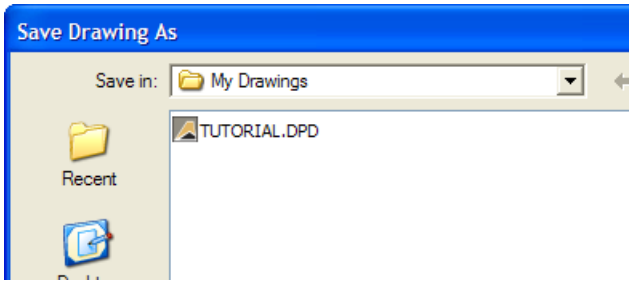
The very first step to starting any drawing is to select a new drawing sheet.

Selecting a New Drawing Sheet (Prototype)

1. Begin this tutorial by starting a new drawing using the **11x17(Landscape) 1”=8’** prototype.

2. Next save the drawing immediately. Click the **Save** icon and save the drawing to the default location (My Documents/My Drawings) and name it **Tutorial Drawing**

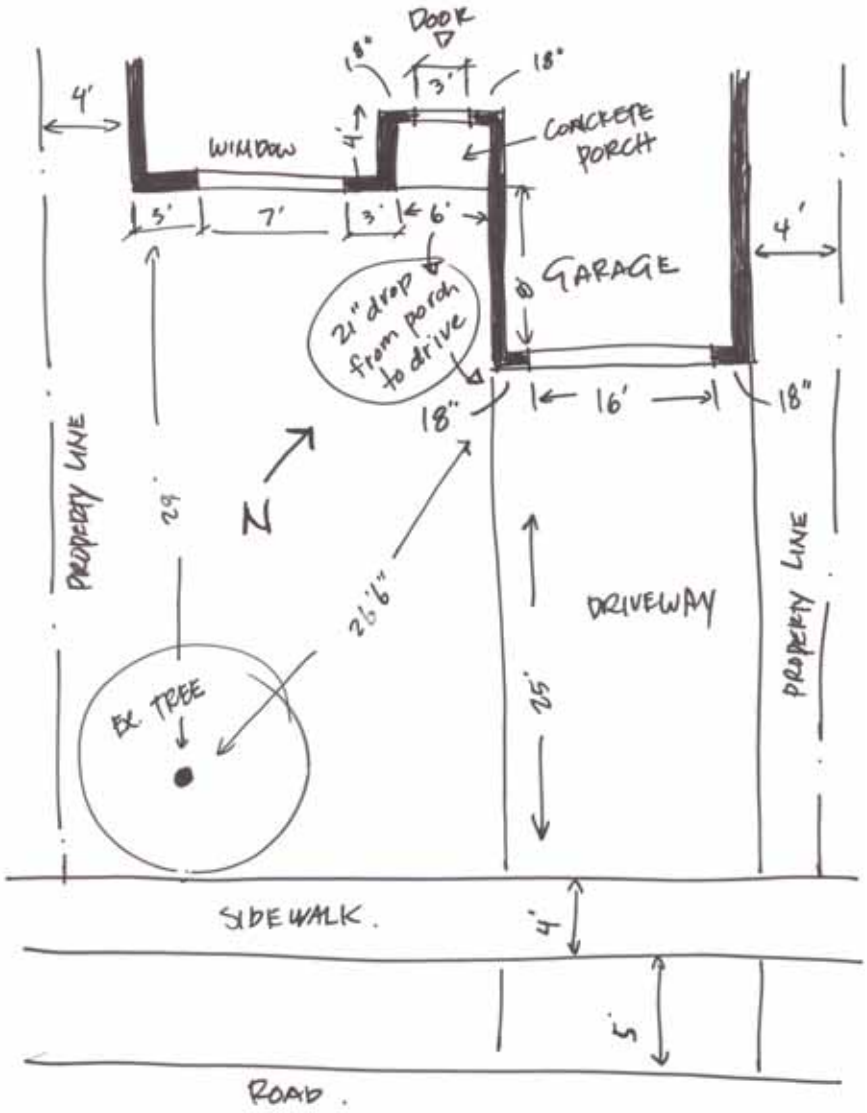

New Drawing
Project
Y:\SALES AND MARKETING\POWERPOINT PRES FILES\GIE 2008 LEN\DEMO DRA
Prototype List
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=10'
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=16'
v5.0: Imp (Landscape): A-8.5X11 - SCALE 1"=20'
v5.0: Imp (Landscape): B-11x17 - SCALE 1"=04'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=08'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=10'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=16'
v5.0: Imp (Landscape): B-11X17 - SCALE 1"=20'
v5.0: Imp (Landscape): C-18x24 - SCALE 1"=04'
v5.0: Imp (Landscape): C-18X24 - SCALE 1"=08'
OK
Cancel
Remove
Help...



Drawing the House Outline

1. Next, print out the field measurements that accompany this tutorial, in order to draw the base plan. These measurements are found in **C:|Program**

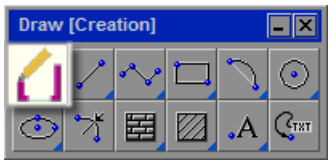
Files|DynaSCAPE|Design|Resource|Tutorial, in a file called 'LOTPLAN.jpg' that looks like the one below. Click on the file to open it.

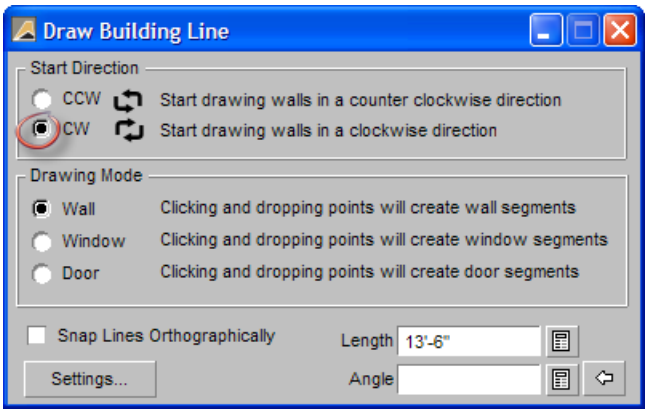


2. The first item to draft is the house, since this forms the baseplan for the drawing, and all the existing components on the property are measured from it.

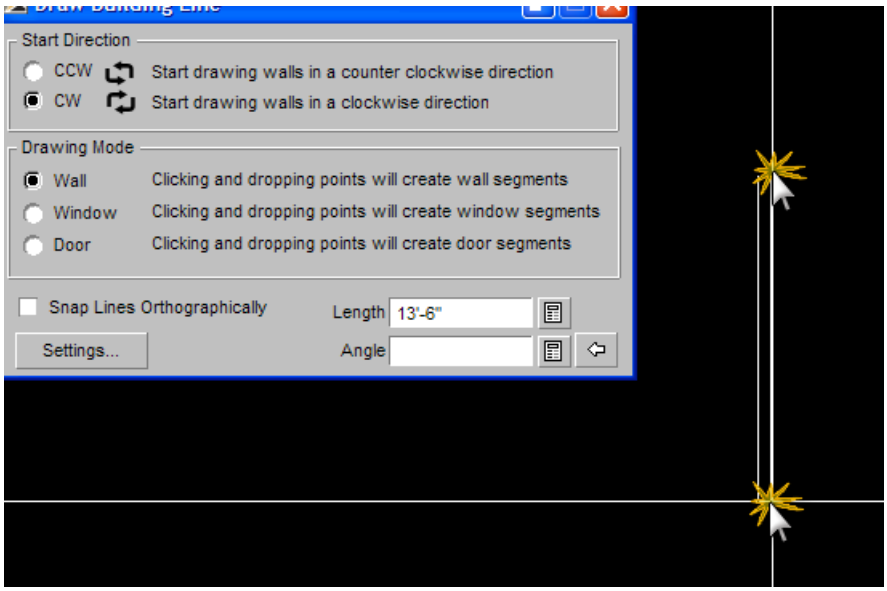
Start working with the **Building Outline Tool** in the Draw toolbox and set the constraints to 'Ortho'. In the Draw Building Line modifier set the Start Direction to 'CW' (clockwise) so you can start from the right-hand side of the house (garage side) and work to the left. The length of first line is not given, however you can insert a 13'-6" line to show a portion of the garage

wall. Click on the Building Outline tool in the Draw toolbox. When the modifier opens, insert **13'6** into the length box and press the [spacebar].





Left-click on the drawing page and move the mouse to position so it is vertical, going from the top down, and left-click again. Do **not** right-click or press [esc] because you need to keep the lines so that they are joined to one another and you also want to keep the modifier open.

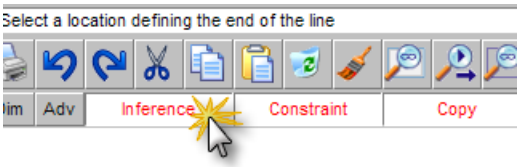


If you accidently right-clicked after entering a line, it is important to remember that when you add the next line you need the lines to connect end-to-end. This can be done by using the inference settings to connect your next line to the 'End' of the last line. Make sure you select the thinner outside line, not the thick building line.

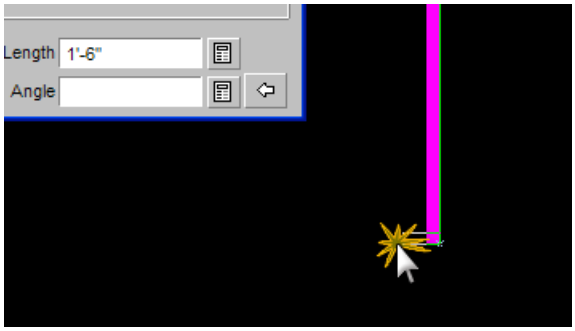
Tips and Tricks

The inference settings can be turned on in two ways: The simplest way is to hold your [Shift] key down and move your mouse over the end of a line. While holding the [Shift] key down, whenever your cursor moves over an object text such as 'end', 'mid-point', etc. will appear so that you can attach to a precise location. This way your inference settings only work while the

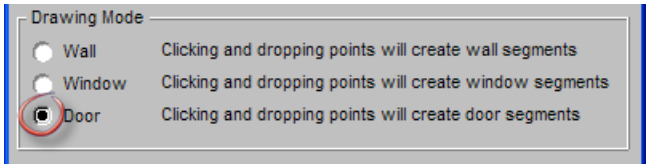
[Shift] key is pressed. To have your inference stay on all the time click on the ***Inference*** *button in the toggle bar.*



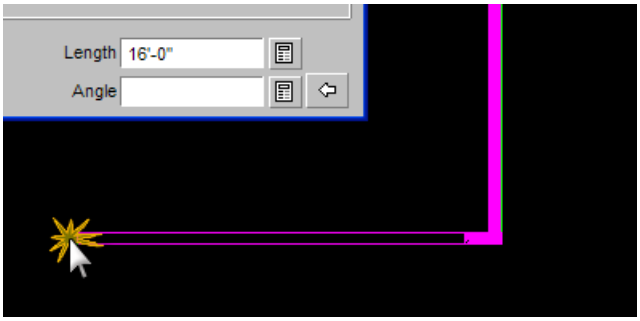
3. Now that the line for the first section of wall is drawn, the next portion of the wall is an 18-inch section from the corner of the garage to the garage door. In the modifier enter in 18-inches - this can be done by entering **18"** (you can also type **1.5** or **1'6)**, followed by pressing the [spacebar]. Notice that the new line is connected to the line drawn earlier. Once the line is oriented in the desired direction (move your mouse left) left-click to insert it on the drawing page. Again, do not right-click or press [esc] at this time. If you have made a mistake in the direction of the line, use your [Delete] key to undo the last step and redo the direction.



4. The next line is the garage door. To show a door use the drawing mode in the modifier to Door. This will create an unfilled line when the door is drawn.

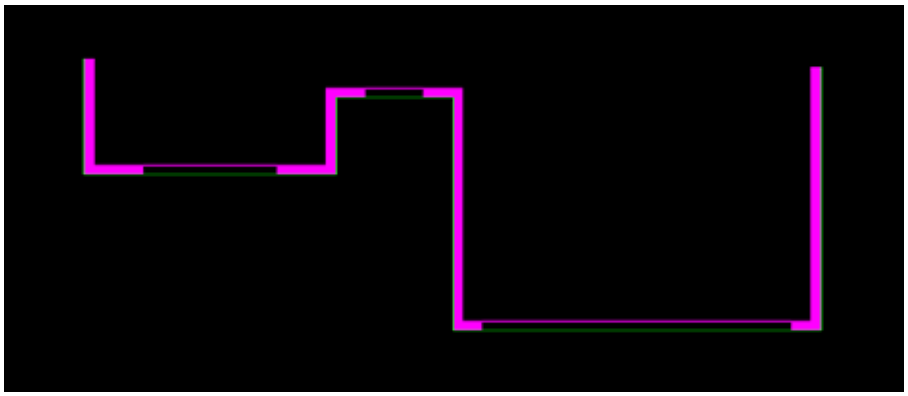

Drawing Mode
Wall
Clicking and dropping points will create wall segments
Window
Clicking and dropping points will create window segments
Door
Clicking and dropping points will create door segments

Enter **16** into the modifier and press the space bar. Again, notice that the line is attached to the previously drawn line and, when it is going in the right direction, left-click to place it. Keep the line connected and the modifier open (do not right-click or press [Esc]).



5. Continue drawing the rest of the house lines using the measurements from the field measurements. Remember to set the drawing mode in the modifier to 'Door' or 'Window' when needed. The modifier will automatically switch back to 'Wall' mode after the line has been placed. if you made a mistake you can press the [Delete] key once to back up a step and redo it. There is a front door and a window in this base plan that need to be shown as well.

6. Once all the lines of the house have been drawn, right-click and press [esc] to end the line drawing process. Your drawing should look like this:



The first step is done! The house is drawn. Now is a good time to click the **Save** button since you have completed a milestone.

Drawing the Other Base Plan Elements

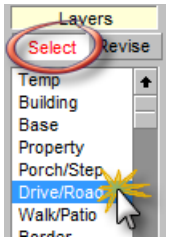
There are a number of other elements on the site sketch you need to add.

The Driveway and Sidewalk

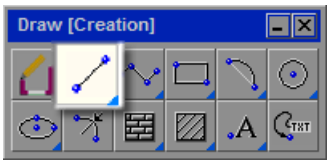
1. The next item to add will be the driveway. From the sketch you can see the driveway lines up with the corners of the garage and measures 25' long to the city sidewalk.

You will first need to select the correct layer. (If you switched the layers to the Revise mode you will now need to switch back to the Select mode. To

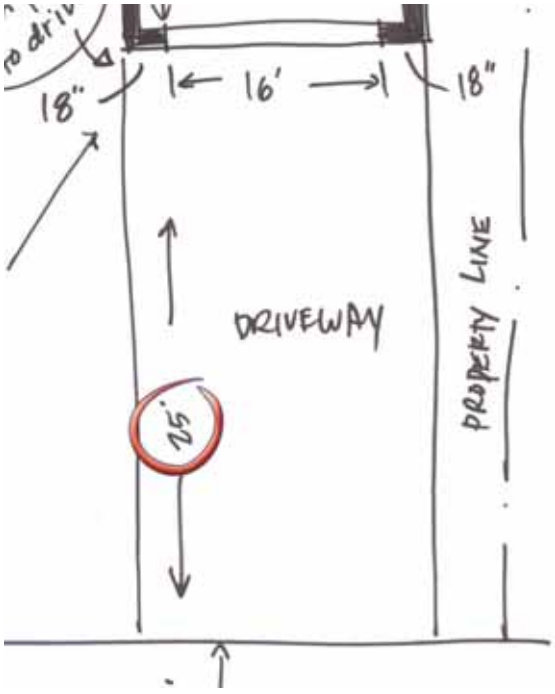
do this, click on the **Select** button above the layer list). Select the **Drive/ Road** layer which will highlight in blue.



To place the lines for the driveway, click on the Line tool to open the modifier.

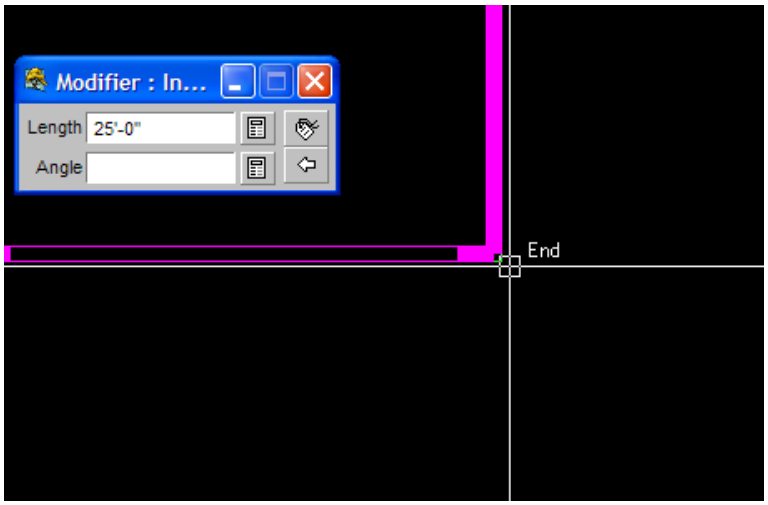


The site measurements tells you that the driveway measures 25'.

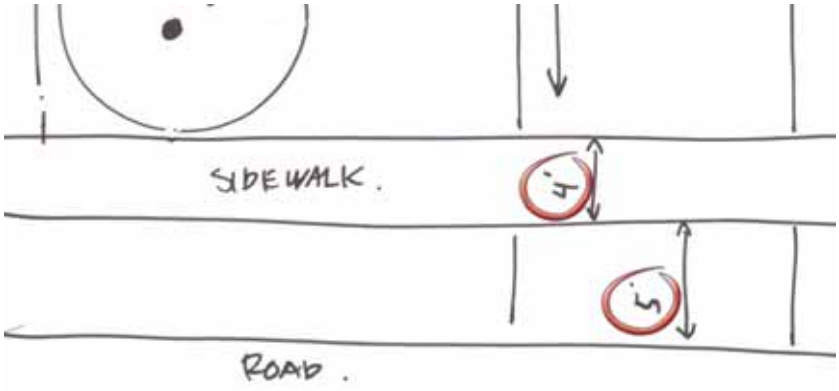


Enter **25** into the modifier and press the [spacebar]. To line the driveway up with the corners of the garage you will need to use the inference settings. Move your mouse over the outside (Base Layer) corner of the garage. When you see the 'end' or 'intersection' message left-click. The driveway is now lined up. Move your mouse to position the driveway line (ensure your

Constraints are set to **Polar** or **Ortho** for best results) and left-click to insert the driveway line onto the plan. Right-click to end the process. Repeat for the other side of the driveway and press [Esc]

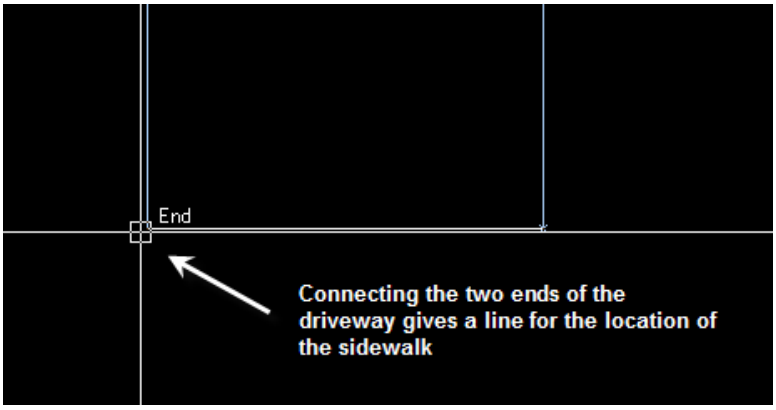


2. The next step is to place the city sidewalk and the road edge. Use the Line



tool in the Drive/Road layer to draw a line from the end of the left side of

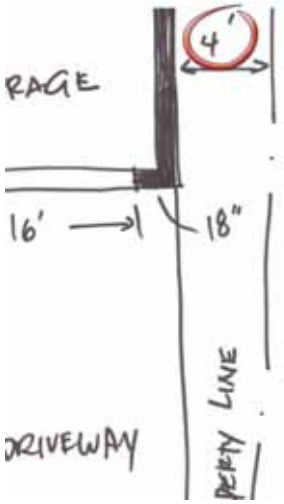
the driveway to the end of the right side of the driveway. This gives us the first edge of the sidewalk.



To place the second edge of the sidewalk and the curb use the Offset tool with the Copy toggle enabled. Click on the Offset tool and first enter a value of **4'** and press the [spacebar]. Left-click the sidewalk line and, when it highlights blue, right-click. Using the mouse move the cursor below the original sidewalk line and left-click. Repeat this process with an offset distance of 5' to place the curb. Don't worry that these lines only span the width of the driveway, you will fix that later.

The Property Lines

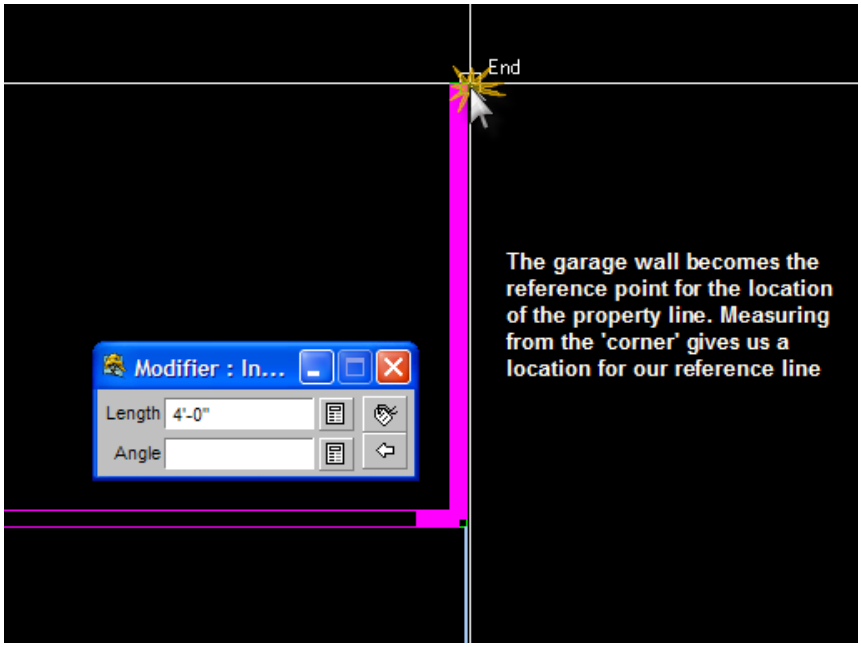
The next step is to add the property lines. The site measurements show the property line is 4' from the side of the house on both the left- and right-hand side. There are



many ways to accomplish placing the property lines in this scenario, however the technique shown here calls for the drawing of a reference line in the **Temp** layer, from which a second line will be drawn, that can then be revised to the **Property** layer. The reference line, because it is on the **Temp** layer, can be removed immediately, or left in place until the drawing is nearly finished then removed, along with any other temporary elements, by simply using the **Temp Mode** to reference them.

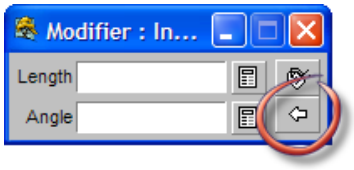
1. First, select the **Temp** layer, then click on the line tool. In the modifier enter **4** and press the [spacebar]. Using the inference settings find the end of the top of the line on the right hand side of the house (see image below), and left-click. Make sure the Constraints are set to **Polar** and use the mouse to draw the line away from and perpendicular to the house. Left-click to

insert the line into the drawing. Right-click to end the line and repeat these steps for the left-hand side of the house.


End
Modifier : In...
Length 4'-0"
Angle
The garage wall becomes the reference point for the location of the property line. Measuring from the 'corner' gives us a location for our reference line

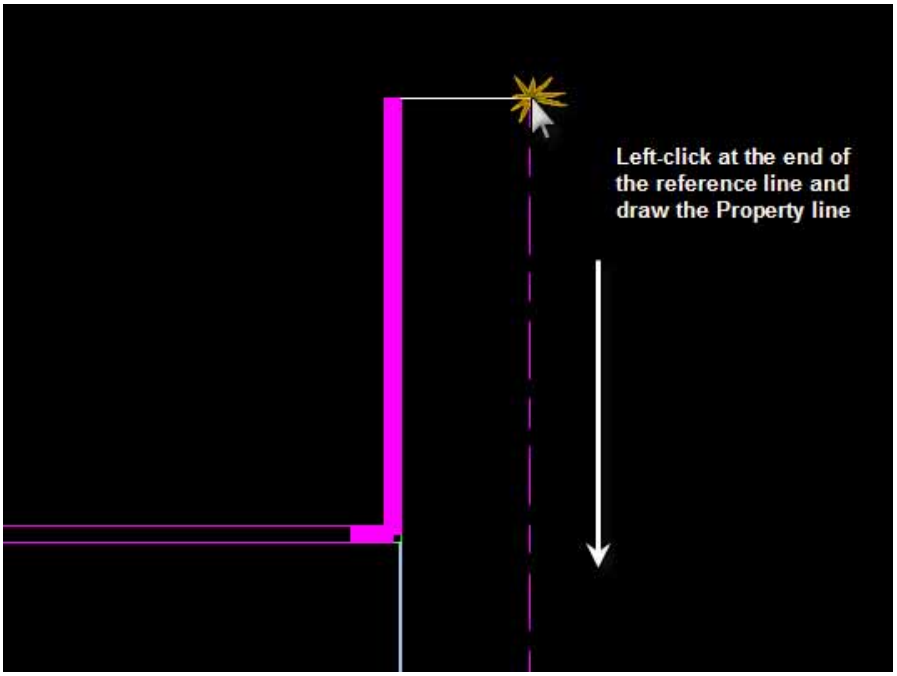
Once these reference lines are drawn then the actual property lines can be drawn in.

2. Next, change the active layer to *Property*. If you do not do this, the lines you draw will remain in Temp layer and will need to be revised so that their style is correct. If the modifier is still open, click the **Reset** button in the modifier panel (see below) to clear the fields.



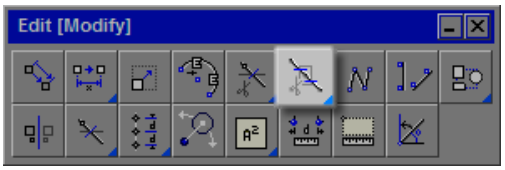
3. Next, use the inference to find the end of the reference line on the right-hand side and move the mouse towards the sidewalk to insert in the property line parallel. Left-click far enough down on the drawing so that

the line ends up past the sidewalk lines. Repeat on the left side. When the property lines are drawn press [Esc]



Next you will need to extend the sidewalk and curb lines to meet the property lines on both the left- and right-hand side.

4. In the Edit toolbox click on the trim tool called **'Trim or extend lines to another line**' (a full description of this tool can be found in the section called *Basic Editing and Dimensioning Tools*). Select the tool by left-clicking on the icon.

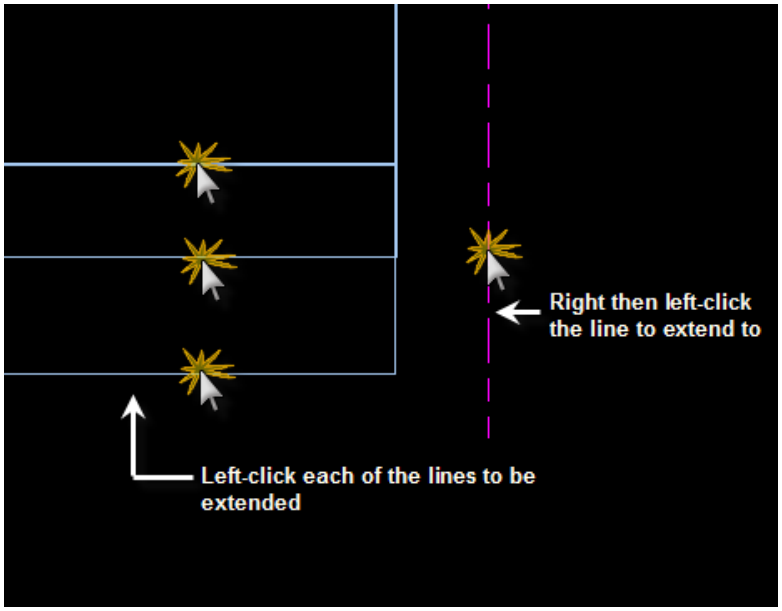


This is a two-step process: Step one is to select the lines to be extended, while step two is to select the line to extend them to.

1. The prompt line should now read '*Select entity(ies) to trim to an intersection*'. Left-click on the lines to be extended (two sidewalk and one curb line) and then right-click to end the selection process.

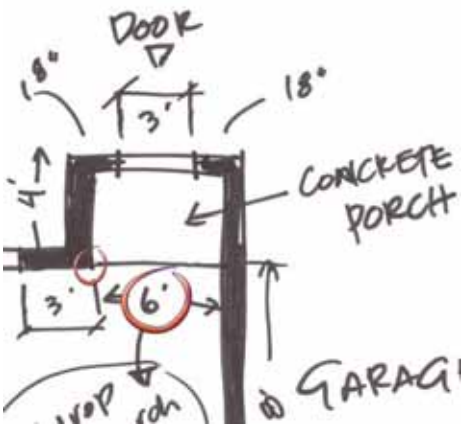
2. Notice the prompt line has changed to read '*Select entity to define the intersection*'. This means DynaSCAPE is waiting for you to select the line to

which you want the selected lines to extend to. Left-click on the property line. Notice that now the sidewalk and curb lines are extended to the property line. Repeat the process for the other side.



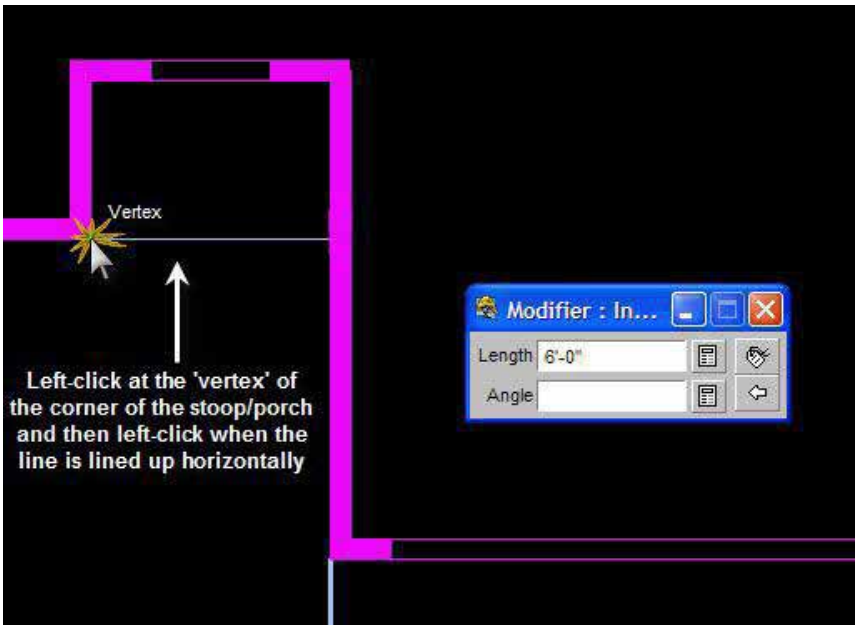
The Front Landing

The next step is to create the landing or stoop near the front door as shown in the site measurements.



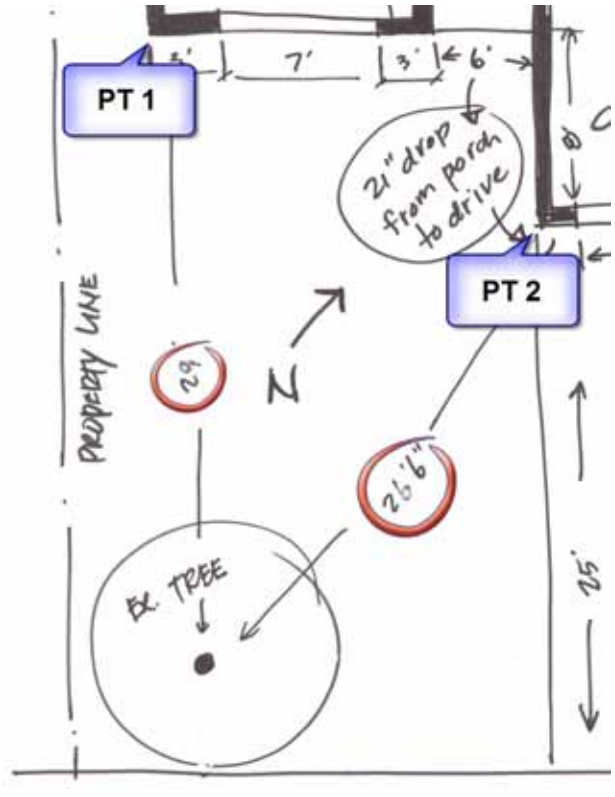
1. Select the **Porch/Step** layer and click on the Line tool to open the modifier box. The width of the landing/stoop is 6' so enter **6** into the modifier and press the [spacebar].

2. Using the inference settings find either the ‘vertex’ at the corner below the door (see below) and left-click. With the Constraints set to **Polar** or **Ortho,** move the mouse to the right and right-click. Do **not** use the inference settings here because you have set the length of the line to 6’ the line and the constraints will ensure it is straight.


Vertex
Left-click at the 'vertex' of the corner of the stoop/porch and then left-click when the line is lined up horizontally
Modifier : In...
Length 6'-0"
Angle

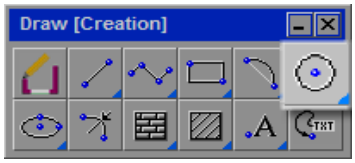
The Existing Tree (using triangulation)

In the site sketch provided, there is an existing tree on the front yard. You have been given the measurements to the tree. One dimension (PT1) gives the distance from the

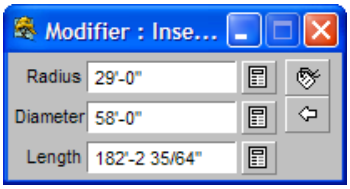


left-hand corner of the house and the other from corner of the garage (PT2). Plotting the location of the tree by means of 'triangulation' is easy and will be the only method for this situation.

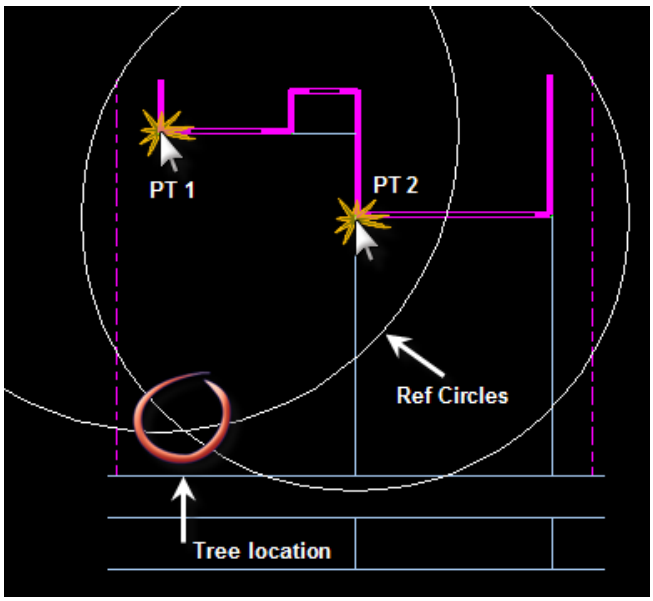
1. Begin by switching your active drawing layer to the **Temp** layer and click on the Circle tool from the Draw menu.



2. In the modifier for the circle tool, enter the first measurement (from PT 1) of **29** as the radius into the modifier and press the [spacebar].



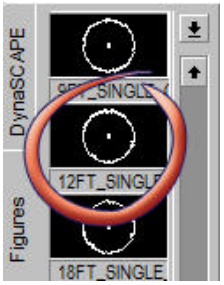
3. Using the inference settings, find the 'end' or 'intersection' point at the left corner of the house (PT 1) and left-click to place the circle. Return to the modifier and enter **26.5** or **26'6** as the radius (from PT 2) and press the [spacebar]. Use the inference settings to find the 'end' or 'intersection' point at the left corner of the garage (PT 2 - see below for the points to be selected) and left-click. Two circles are now placed on the drawing and where they overlap on the front lawn is the location of the existing tree.



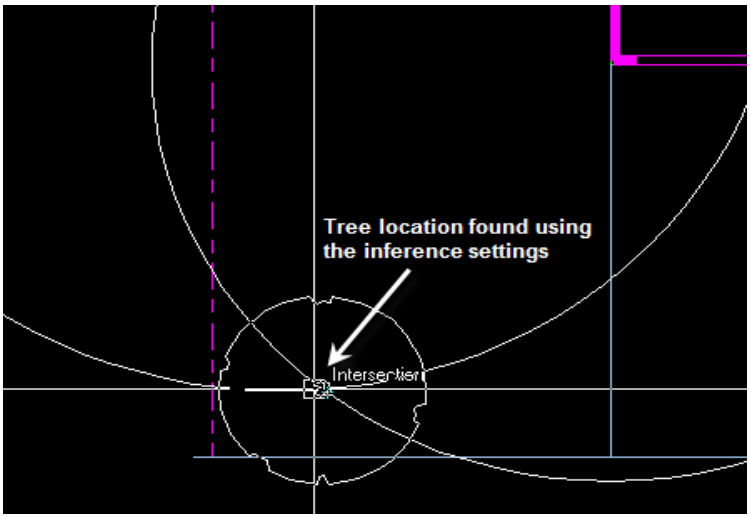
Understanding Triangulation Measurements:

A common method of establishing the location of houses, plants, sheds or virtually any object found on a property is 'triangulation'. *Triangulation involves measuring to an object from two fixed locations, preferable some distance apart. House corners or other building features (stairs, railings, windows) are most commonly used for this purpose. By taking two separate measurements, you create two sides of a triangle that intersect. This point of intersection is the location of your object. Plotting objects therefore becomes a matter of drawing two simple circles and selecting the point that they intersect.*

4. For your tree use one of the existing tree symbols found in the Figure libraries. Click on the **Figures** tab and select the **TREES-6** library. Locate the '12FT_SINGLE_CANOPY' figure.



Once the tree is selected it will be attached to your cursor at the center of the tree. Use the inference settings (hold [Shift]) to find the 'intersection' of the two circles and left-click. Simply right-click to drop the tree in place. Now you can delete the temporary circles.



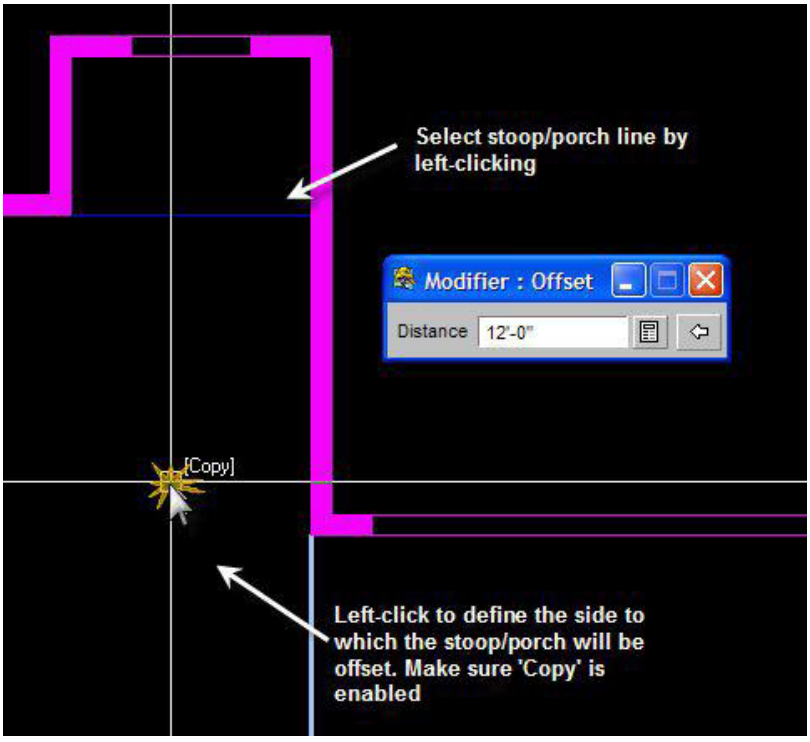
Congratulations! You have now completely drafted the base plan! Now is a perfect time to press **Save** before you continue on with the design of the front yard.

Drawing the Hardscape Elements

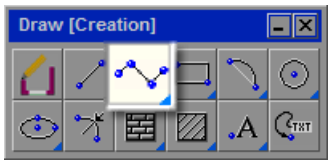
Now that the base plan elements drafted you can begin work on the design elements. The first elements to add to the plan are the hardscape elements: the walkway and the planting beds. You will make extensive use of the polyline tool during these steps. If you are not familiar with the polyline tool you may wish to review the 'Basic Drawing Tools' chapter.

Drawing the Walkway and Step

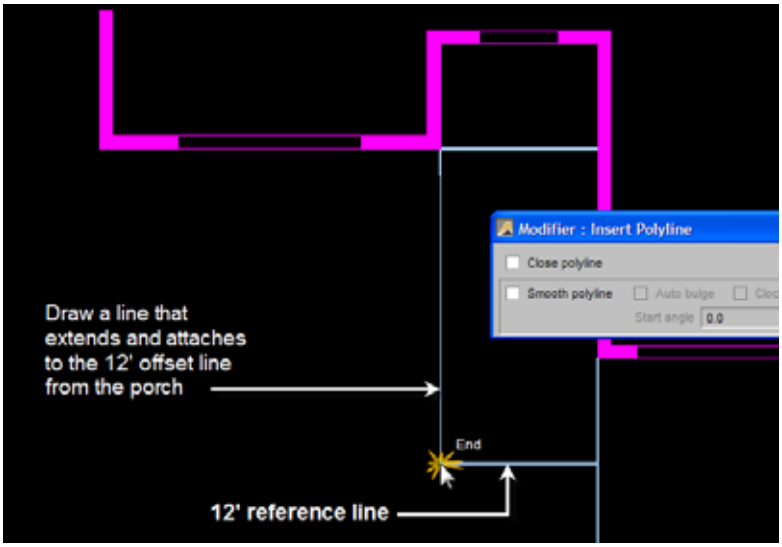
1. Begin this stage of the design by creating two offsets of the porch line to act as a guide or reference line for the walkway. Make sure that the **Copy** toggle is turned on so that the original porch line doesn't move when you offset it. Click on the **Offset** tool to open the modifier. The first offset will be 12' to give you the reference point for the beginning of the curve of the walkway. Left-click on the porch line to select it and then right-click. Left-click again below the stoop line to offset it. The second offset will be 18' marking how far down the driveway the walkway will end. Again left-click on the porch line to select it and then right-click. Left-click again below the porch line to offset it.


Select stoop/porch line by left-clicking
Modifier : Offset
Distance
12'-0"
[Copy]
Left-click to define the side to which the stoop/porch will be offset. Make sure 'Copy' is enabled

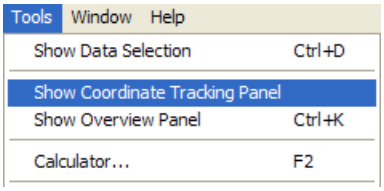
2. Select the **Walk/Patio** layer and click on the polyline tool to open the modifier.



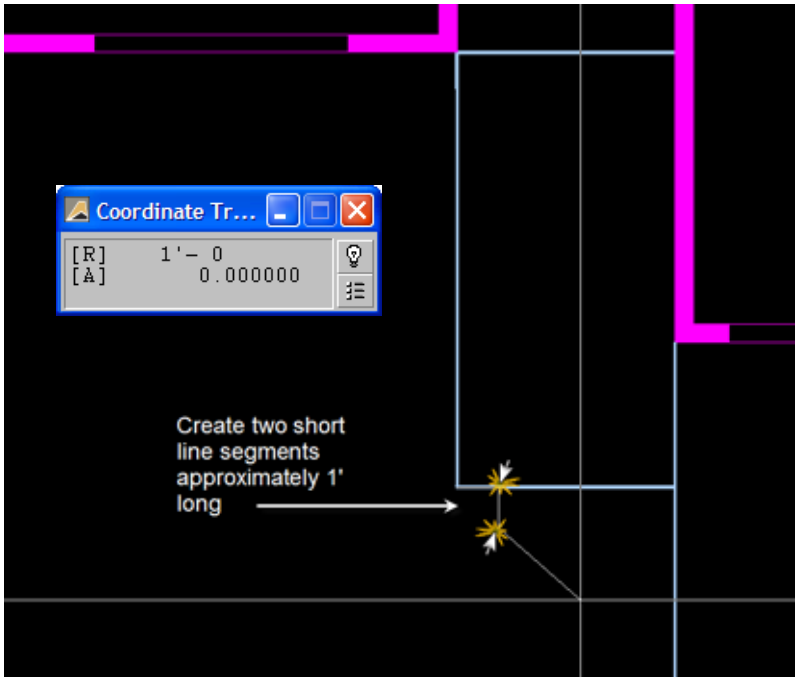
Although you do not need to set anything in the modifier panel at this time, you will need it later. Start by using the inference settings to find the exact left corner of the porch and draw a line straight down till you reach the first reference line (from Step #1) and left click. **Be sure not to right-click until the very end**. Next, draw a long segment of line and attach it to the end of the line that you offset 12' from the porch and left-click.



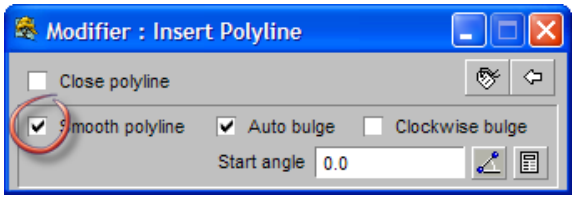
3. Next, set your constraints to **Polar** or **Ortho and** draw a short line (approximately 1' long) in the direction of the driveway and left-click. These will be drawn by eye so if you wish to be more accurate you can turn on the **Coordinate Tracking Panel** to assist you. This option is found under the Tools menu. When this panel is visible it will give a live update of the length of the line you are drawing.



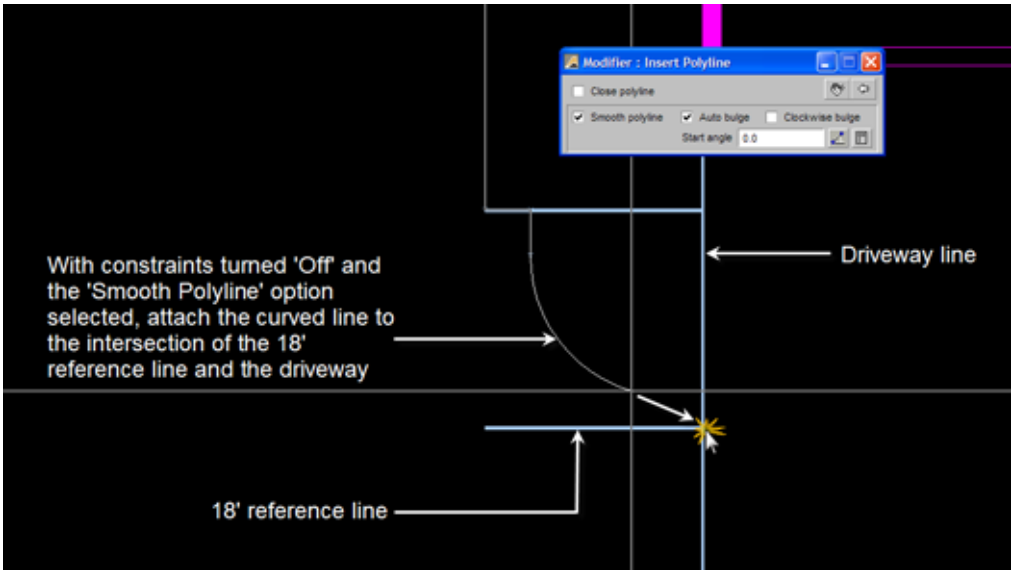
4. Next draw another short line of approximately the same length, this time in the direction of the road and left-click.



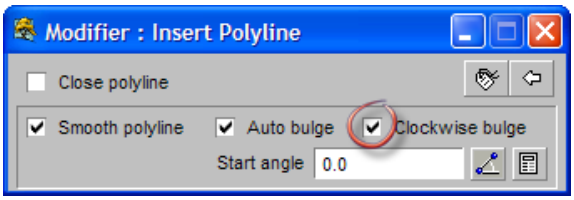
5. Next, without right-clicking, return to the modifier and check the **Smooth Polyline** option. **You must turn your constraints off now.**



6. Use the mouse to 'draw' the line creating a curve that meets with the intersection of second reference point (from Step #1) and the driveway.

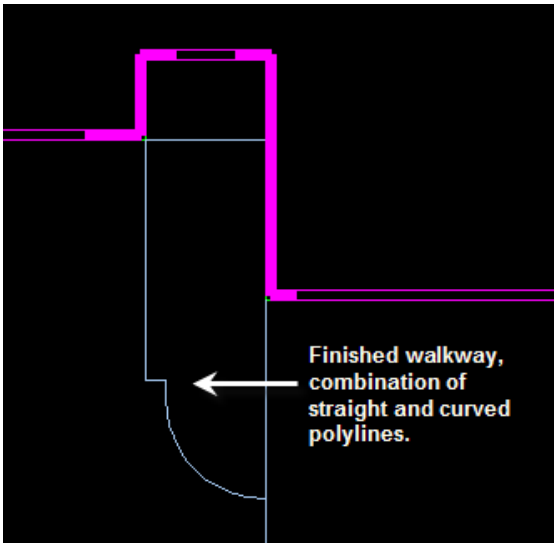

Modifier : Insert Polyline
Close polyline
Smooth polyline
Auto bulge
Clockwise bulge
Start angle
0.0
Driveway line
With constraints turned 'Off' and the 'Smooth Polyline' option selected, attach the curved line to the intersection of the 18' reference line and the driveway
18' reference line

If you find the curve that is being drawn is going in the wrong direction, go back to the modifier and check the **Clockwise Bulge** toggle off.



7. Once the curve is correct, left-click to drop in the final point of the line and then right-click to end the procedure before pressing [Esc]. Erase the reference line drawn in step #1 by selecting the Delete tool and left and right-clicking on the line.

Your finished walkway should look like the image below. If you are not satisfied with the walkway you have drawn, repeat the previous steps - it's good practice!

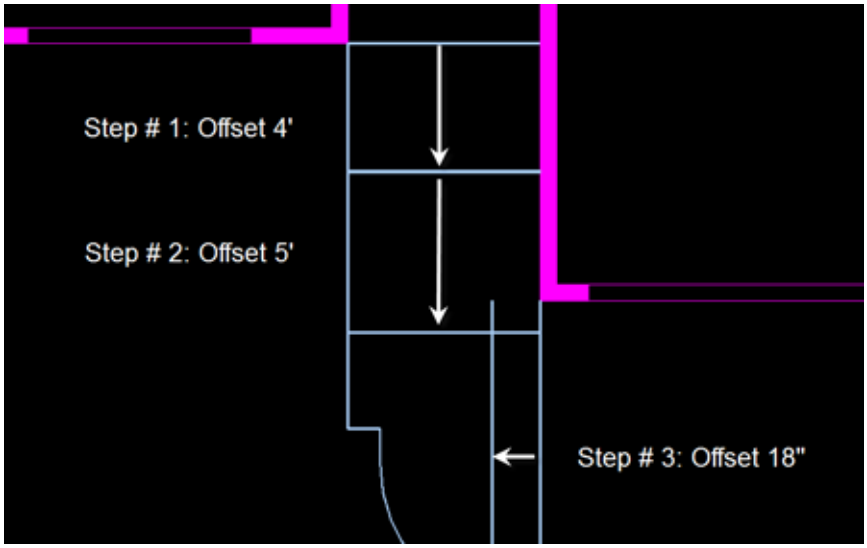


This is probably a good point to press the **Save** button to save your work.

8. The next item to add is a small planting bed against the garage wall, which is done by offsetting lines that have already been drawn. Again before you begin this process, make sure that the **Copy** toggle is turned on (the button will be white).

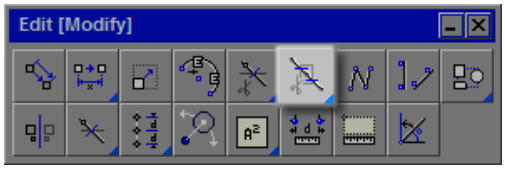
9. Click on the **Offset** tool to open the modifier and enter in **4'** - this is the distance from the stoop to the top of the planting bed. Left-click on the line just offset to select and then right-click. Left-click again below this line to create the offset. The planting bed is exactly five-feet long, so enter **5'** into the modifier and left-click on the stoop line to select and then right-click. Left-click again below the line to offset. The planting bed is 18" wide so

enter **18”** into the modifier and left-click on the driveway line and then right-click. Left-click again to the left of the garage to offset.



The planting bed is almost finished. You just need to extend the driveway line to create the bed and trim off the excess lines.

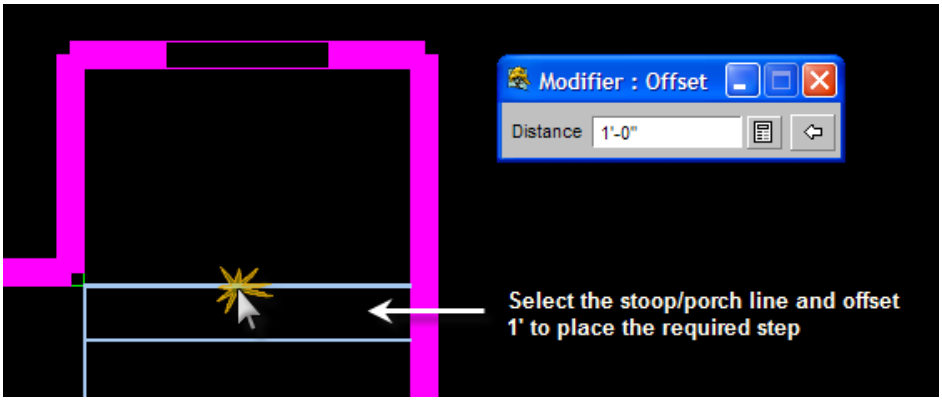
10. First the bed needs to be closed in, creating a planting pocket next to the garage. Select the **Trim or extend lines to another line** tool and then left and then right-click on the driveway line to set the line to be extended. Now left-click on the top line of the planting bed and then right-click. This will complete the process.



Now you need to trim the excess lines not needed. Select the **Trim (clip) lines to closest intersection** tool and left-click on the two horizontal lines just drawn (the offsets of the stoop line) and then right-click.

11. The last part of the walkway that needs to be drafted is the step at the stoop. This is done simply by offsetting the stoop line 1’. Using the Offset

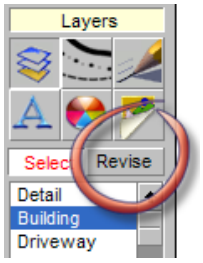
tool, insert the measurement in the modifier. Left-click on the stoop line to select it and then right-click. Left-click again below the stoop line to offset.



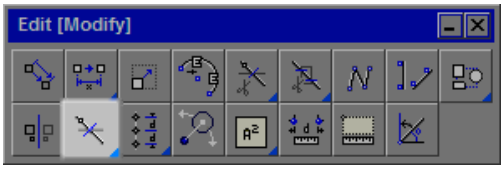
Changing Lines to the Proper Layer

Now that the lines have been offset, some of the lines need to be revised so they are in the proper layer in order to achieve the appropriate line weights, etc.

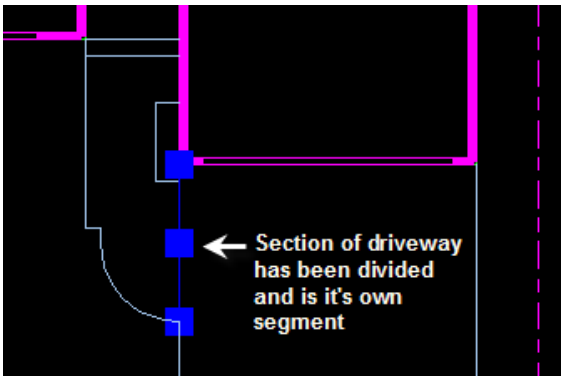
1. The interior planting bed of the walkway should be set to line in the Walk/Patio layer. To do this, select the **Revise** button located above the layers list and click on the Walk/Patio layer, which will flash blue quickly. Left-click on the three lines that make up the interior planting bed and right-click to change the layer (setting the color and weight).



2. The last line that needs to be revised is the line where the walkway meets the driveway. This will be done to end up with a thin line here. To do this you first need to divide the section of driveway between the interior planting bed and the edge of the walkway, from the rest of the driveway line. This is done using the **Break** tool found in the Edit toolbox.



Left-click on the **Break** tool and then left-click on the section of line to be divided. The entire line will highlight. To complete the process, right-click and press [Esc] The section of driveway line that lies where the walkway meets the driveway will now be a separate section of line. Revise this section of line to the **Border** layer to show a thinner line between the two even surfaces.



3. Delete any of the reference lines that were created during the above process by selecting the delete icon and left and right-clicking on the objects to be removed.

When complete click the **Save** button.

Inserting the Walkway Border and Patterns

The walkway in this case includes a soldier course. The soldier course is constructed using an eight-inch long paver. You will be able to use the lines you have already drawn to construct the soldier course, making this step very quick and easy.

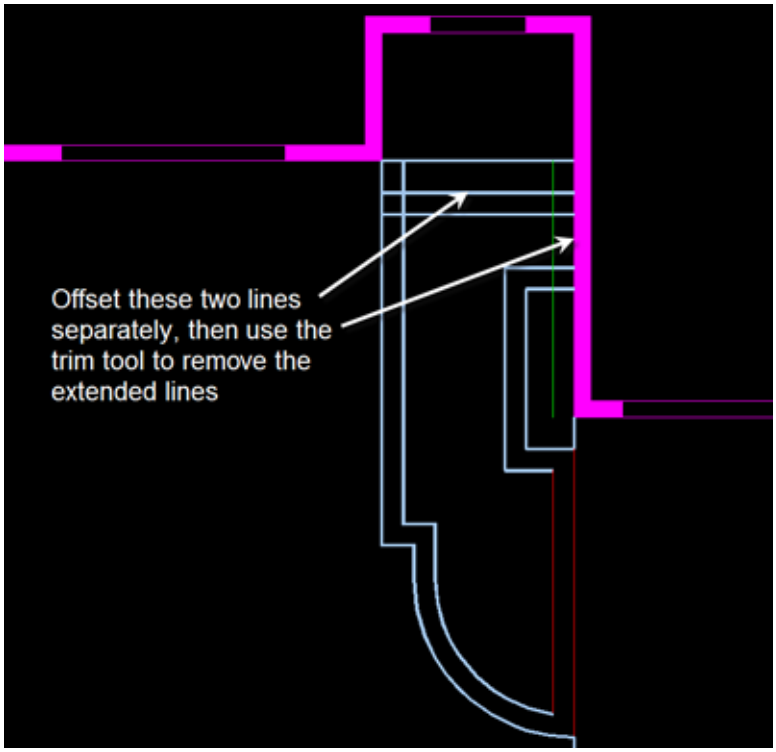
The Walkway Border

1. Click on the offset icon and enter in a distance of **8”**. Left-click on the line representing the step, all lines representing the outside edge of the walkway, and the lines that create the interior planting. Make sure you select them in the correct order. (see diagram below) Do not select the step line or the segment of walkway against garage wall in the first step. Once all the lines have been selected, right-click to end the selection process. To

complete the offset, left-click into the center of the walkway. Keep the offset tool and modifier active.

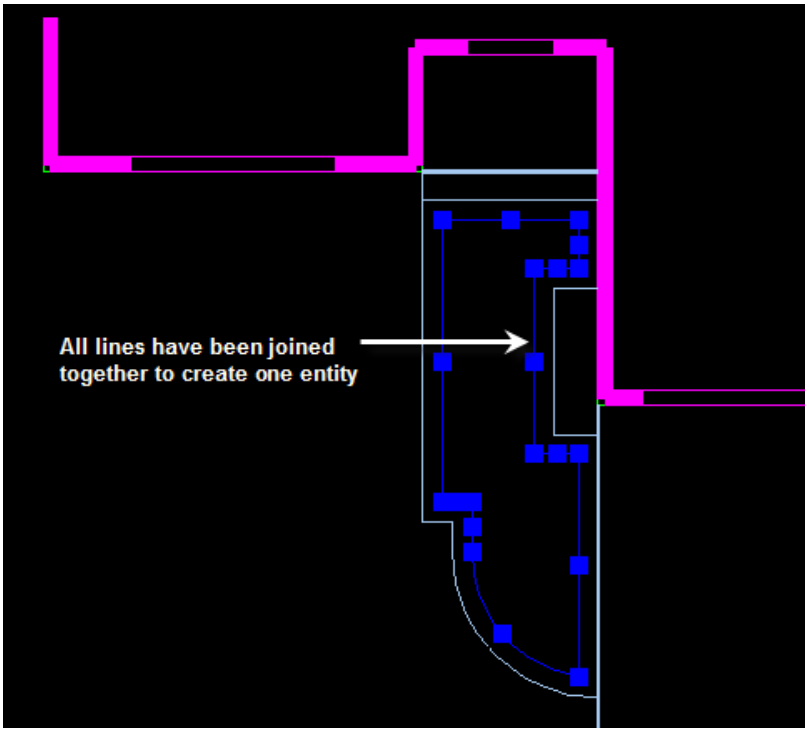
2. The last two lines to offset have to be done separately because one of the lines are part of the house outline and therefore extends above and below the area in which the line is needed, while the other is the step line. If you had attempted to offset these lines along with the other lines, the offset

command would have failed. After offsetting these lines, use the trim tools used earlier to remove the extended sections of the lines.

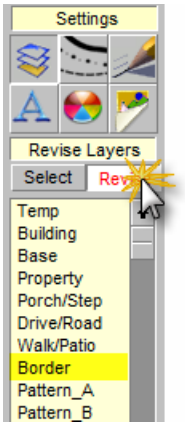


3. The next step is to join the lines that make up the inside area of the walkway. This will make it much easier to hatch in this area with a paving pattern. Select the **Join contiguous lines and arcs** tool and left-click on the soldier course/walkway lines. Be sure to select them in the order that they are attached to each other.

Right-click to end the process. This is now one totally enclosed area which can be selected, moved and filled in as one entity.



4. This inside line should be represented with a layer that has a thin, "light" line that will not be overpowering on the drawing or give the illusion of being a curb (which can be a result of using too heavy a line weight). In the list of layers select the layer called **Border** layer and revise the inside line of the border to this layer.

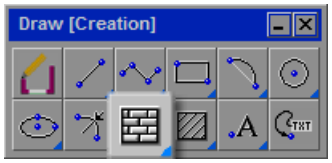


The Walkway Pattern

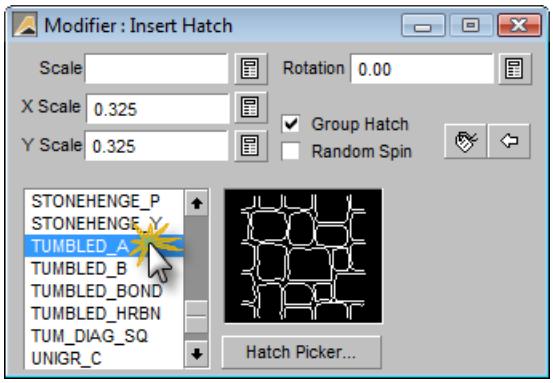
Now it is time to insert a hatch pattern into the walkway.

1. In the layer list, switch from 'Revise' to 'Select' and set the **Pattern_A** layer as the active layer.

2. Next, click on the tool called **Insert a hatch pattern by selecting the boundary of a contained area** to open the modifier this allows for a specific pattern to be selected as well as a scale to be set for the pattern.

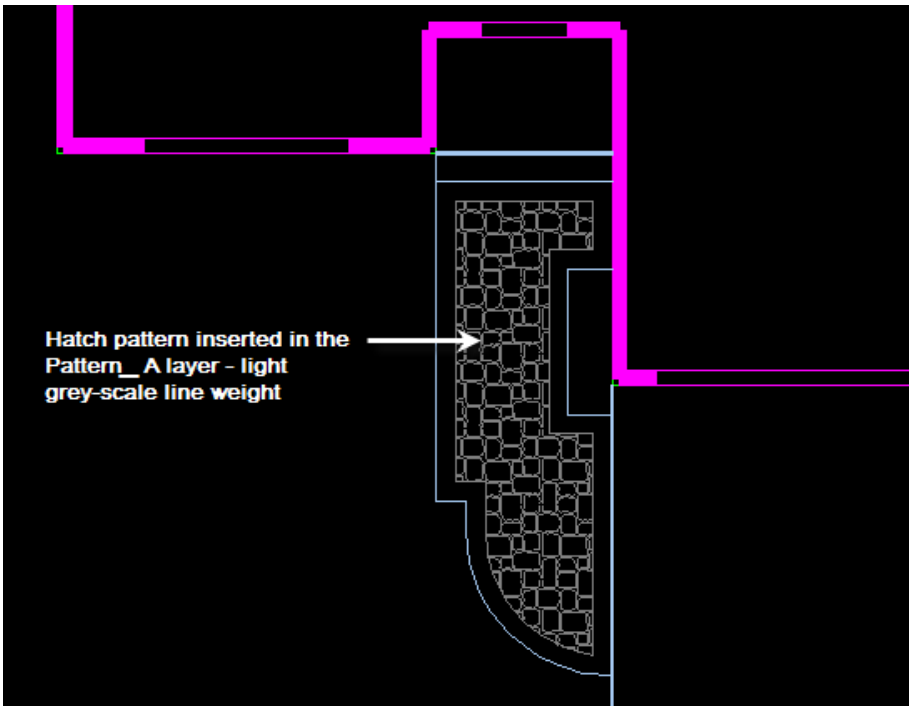


For this exercise you will use the default pattern (TUMBLED-A) and the default scale (for hatch scale recommendations see the chart included at the back of this manual).



3. With the pattern selected, left-click on the line generated in the previous step to define the hatch boundary and then right-click. The pattern will fill in the area. Notice that the hatch is a thin, dotted line (grey-scale). This has

been done purposely so that the hatch is not over-powering on the drawing when printed.



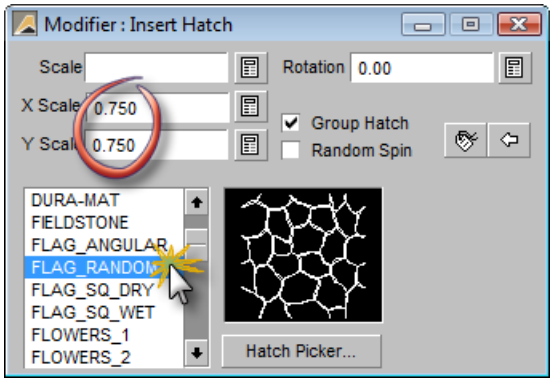
The Front Stoop Pattern

You can also define the front stoop area using patterns. For the stoop you can use the 'Random-Flag' hatch pattern at a scale of 0.75. This time you can use a different technique for inserting the hatch.

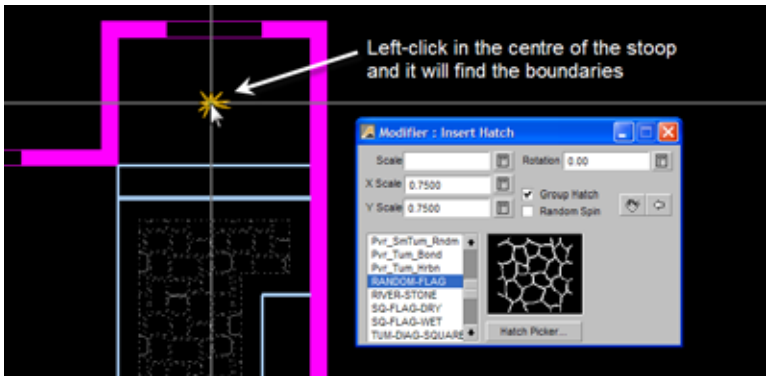
1. Nested under the hatch tool are a number of other tools, in particular another hatch tool. To uncover these tools, left-click, hold and drag the hatch tool to a new location on the drawing. A new toolbox will open. Notice in this new toolbox there are two hatch tools - the one you are accustomed to seeing and one with a blue dot in the center. For this exercise you will use the tool with the blue dot, or the one called **Insert a hatch pattern into a contained area.**

2. Right-click on this hatch tool and select the 'FLAG_RANDOM' pattern. Beside scale enter 0.75 and press the [Tab] key. (Pressing [Tab] will set both

the **X Scale** and **Y Scale** to the same setting). Otherwise, both the **X** and **Y** scales would need to be set individually.



3. Once the scale is set, left-click in the center of the stoop. This tool will locate the boundaries of the stoop area to automatically define the hatch area. After left-clicking, notice the area around the stoop highlights blue - right-click to complete the hatch process.

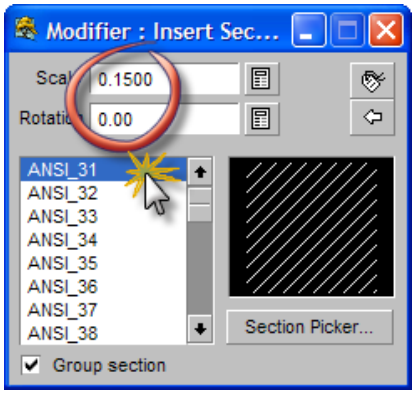


Shading in the Step

This same process will be used till fill in the front step however instead of using the Hatch tool you will use the Generic pattern tool. Locate the **Insert a generic pattern into a contained location** tool which is nested beneath the other Generic pattern tool you see in the DRAW toolbox.

1. Set the active layer to 'Rocks' for the pattern we will use to shade the step.

2. Click on the tool to open the modifier. To define the step use the ANSI_31 pattern at a scale of 0.15.



3. Once the pattern and scale are set, left-click in the center of the step to locate the boundaries and then right-click to complete the process.

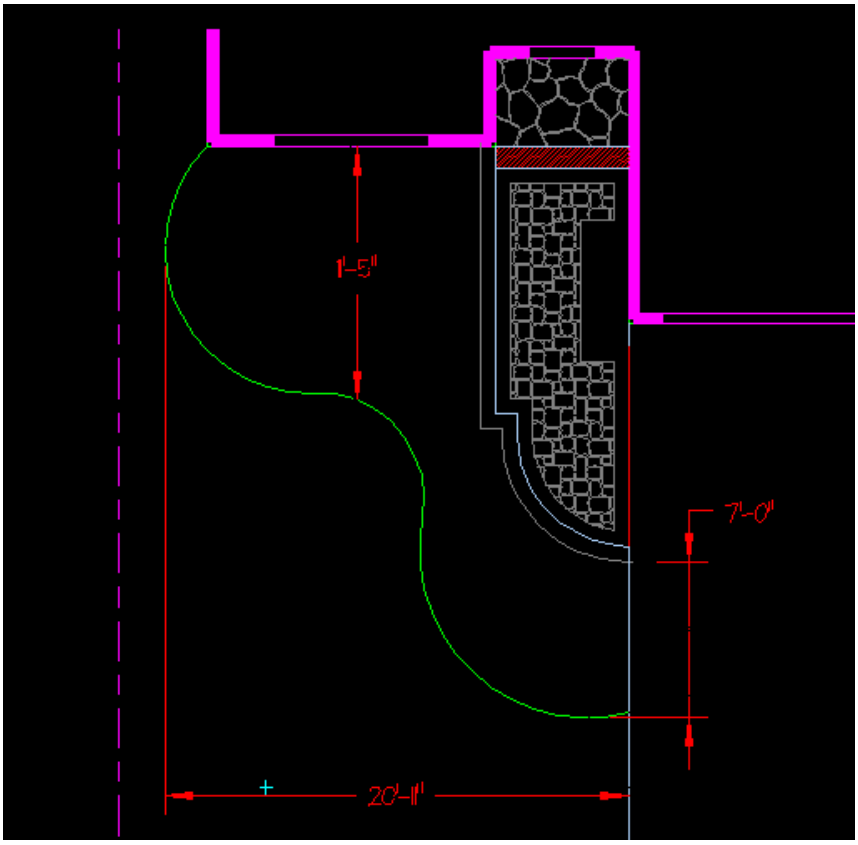
Notes on the *'Insert a hatch pattern into a contained location'* **tool**

In order to use this method of filling in an area, the area to be filled must be totally and accurately enclosed by a series of intersecting lines, polylines, arcs, circles, etc. If the area is not completely enclosed, DynaSCAPE will not find the boundaries necessary to define the edge of the pattern and the fill will fail. In the case where the selection process fails there are two possible remedies. Examine the lines that are defining the area - make sure all the lines meet and/or overlap. If the lines all appear to be correct and the selection process still fails, draw a closed polyline in the Temp layer and use the 'Hatch an area by selecting the bounding entities' *tool to select the closed polyline and apply the fill.*

Drawing the Plant Bed Line

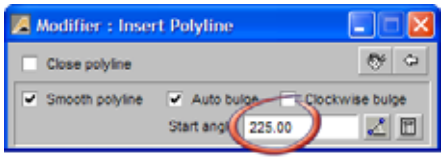
Now that the walkway, step and porch are complete, the next step is to draw the planting bed outline. Use the diagram below to help create the planting bed. Create a

planting bed that starts from the corner of the house and ends approximately 7’-6” below the walkway.



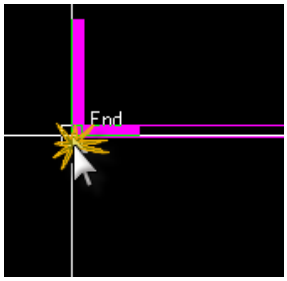
1. First, set the active layer to ‘Plantbed’ and set your constraints to ‘None’.

2. In order to create a curved line, you must use the **Polyline** tool. Click on the **Polyline** tool to open the modifier. Toggle the **Smooth Polyline** option and notice that the **Auto Bulge** option automatically becomes toggled as well. Set the start angle to **‘225’**.



3. To create the shape shown above, you should only need to click on three spots in the design. Using the inference settings find the ‘intersection’ or

'end' at the outside left corner of the house and left-click to set the start location for the polyline.



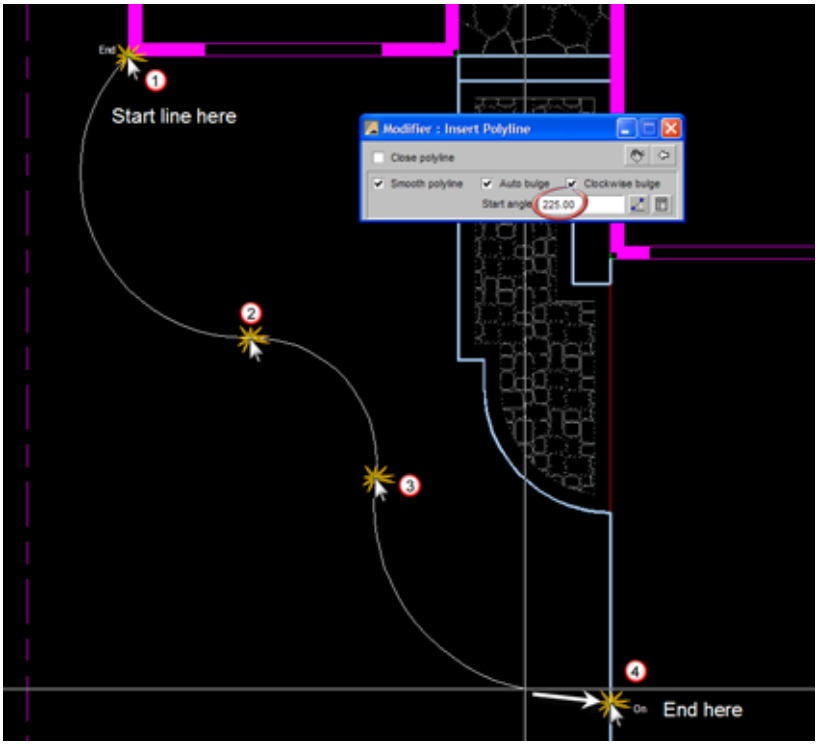
Notice as you move your mouse after the left-click that the size and shape of the arc (curve) changes (If the arc is going in the wrong direction, return to the modifier and check the **Clockwise Bulge** toggle off and try placing the arc again.)

4. Once you have the desired shape, left-click. Notice that the polyline is still attached and waiting for the next arc to be drawn.

5. Move the mouse diagonally from upper-left to lower-right. Once you are happy with the shape of the arc being created, left-click.

6. The planting bed is now almost complete. Move the mouse down to the driveway below the walkway an estimated 7'-8'. (You can adjust it later if need be). Use the inference settings to locate a spot 'on' the driveway to

connect the planting bed to and left-click. Right-click to finish drawing the planting bed and press [Esc].

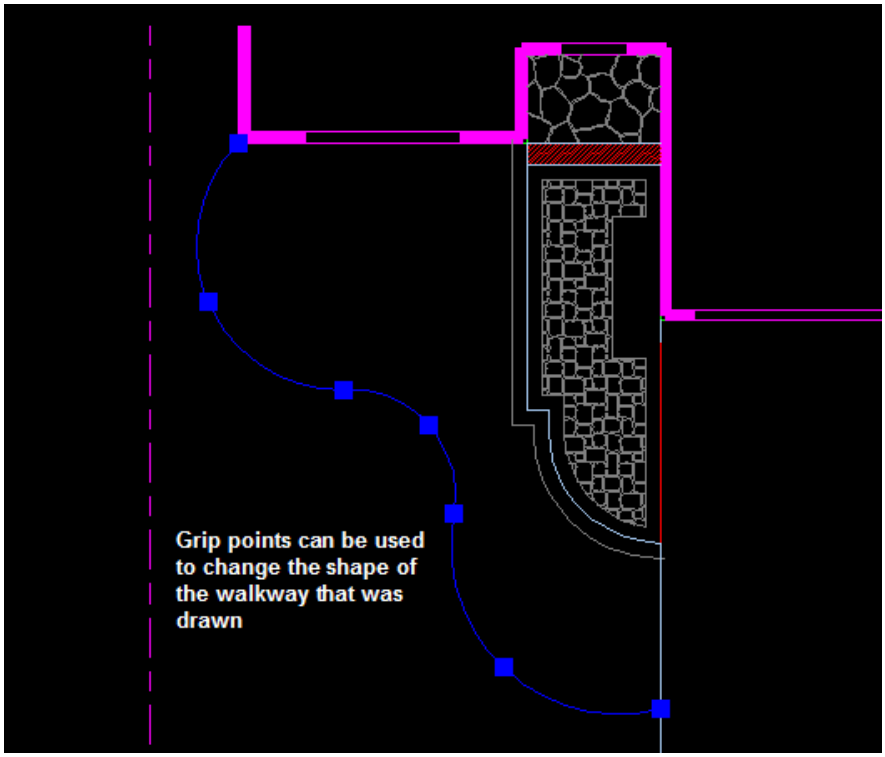


Altering the Plantbed Shape

Once you have placed the planting bed you can alter the shape of it using the 'grip points'.

1. After pressing [Esc], left-click on the planting bed line. Notice the line highlights blue and that a series of blue squares, or grip points, also appear. These grip points allow you to stretch and move the various points along the planting bed line, ultimately changing the shape of the polyline. If you find your planting bed has 'kinks' or the flow is not consistent and you wish to change the shape, left-click on the line and use the grip points. The

"middle" grip point controls the arc (curve) while the "end" grip points control the location of one end of the arc (curve).



Congratulations! You have now drawn the basic design elements of your landscapes. Now is a good time to save the drawing. Click the **Save** icon now.

Adding Library Figures to the Design

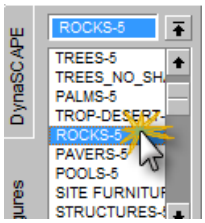
The frame work of the design is now in place and you can begin adding the rock, tree and shrub symbols to the design. DynaSCAPE includes over 1200 pre-formatted design symbols to be used in your landscape plans. These symbols are drawn to scale and will be placed into your drawing at a pre-determined size.

Inserting the Rocks

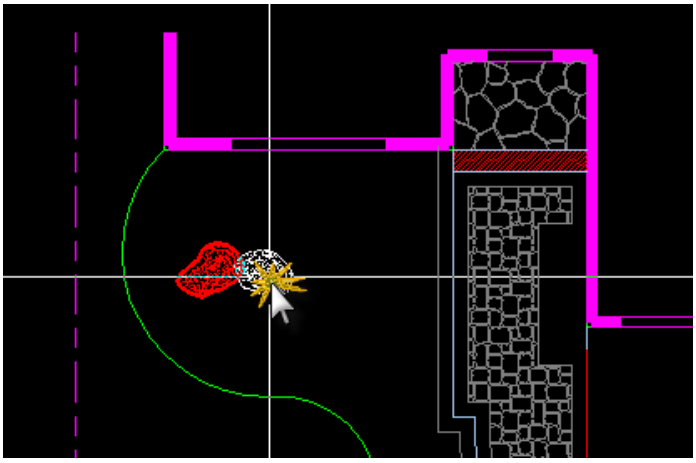
One of the first library figures (symbols) to add to the design are the rock symbols in the planting beds.

1. Open the Figures tab located on the left hand side of the screen. Figures tab is home to the 1200 pre-defined figures included with DynaSCAPE. At the top of the Figures tab is a drop-down menu. All the figures in DynaSCAPE are broken into categories. From the drop down list select the **ROCKS-6** library.

2. Click on the rock you want to use and move your cursor onto the drawing to the location in which you want to insert the rock.



Left-click to place the rock and then use the mouse to rotate the rock to the required angle and left-click. Right-click to finish the process and place the symbol

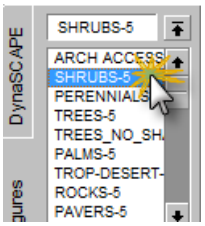


3. Continue placing the other two rocks onto the plan. Remember to rotate rocks as required. Once placed on the drawing these symbols can be moved or rotated using the **Move** and **Rotate** tools. They can also be moved by using the 'grips'.

Inserting the Shrub Symbols

The next group of symbols to add are the shrub and perennial symbols.

1. On the Figures Tab, select the **C-SHRUBS** library.



Important Note

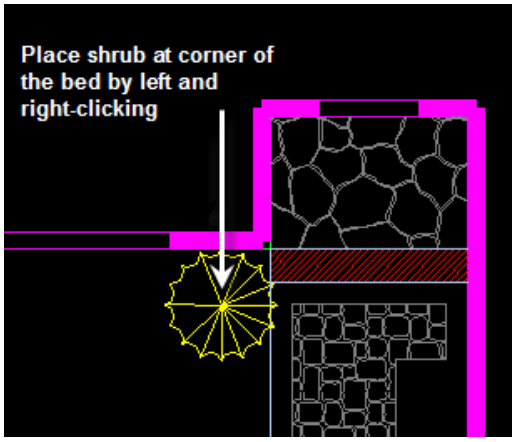
If the options for Scale, Rotate, etc. do not display below the list of figures, it is likely because your screen resolution is set too low. DynaSCAPE was designed to run at a screen resolution of 1024x768 or higher. In order to view these options you will need to adjust your screen resolution accordingly. This can be done by going to **START|CONTROL**

PANEL|DISPLAY. *On the panel that opens select* **SETTINGS** *and use the slide-bar under* **SCREEN RESOLUTION** *to adjust.*

---

2. Scroll through the list and find the 3FT_PYR.EVG and left-click on the symbol (image) to select it. As you move your mouse onto the drawing you will notice that the symbol is attached to your cursor.

3. Move the mouse towards the corner of the stoop and the walkway. Once the symbol is in the right position, left-click to drop the symbol into place. Notice that now you have the option to rotate the symbol now. If you are happy with the orientation (rotation) and size of the symbol you can simply right-click to end the process. If you continue with left-clicks you will be able to rotate, resize and stretch (warp) the figure before it is finally inserted into the drawing.



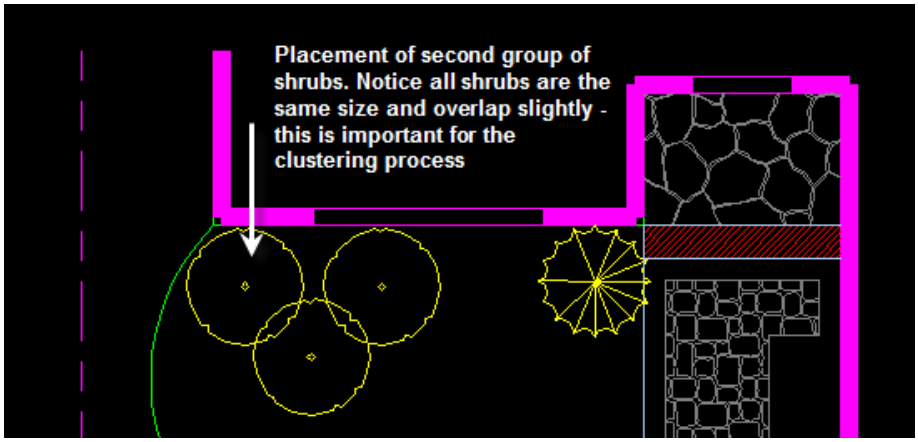
Symbol Tip

If a symbol is placed on the drawing and the positioning, orientation or other setting is not right, the symbol can be 'lifted off' the drawing by pressing the [Del.] key before another command is invoked. The [Del.] key acts as a mini-undo that will undo commands as long as another command has not been invoked or the [esc] key pressed.

The next steps will continue through the process of adding more symbols to the design.

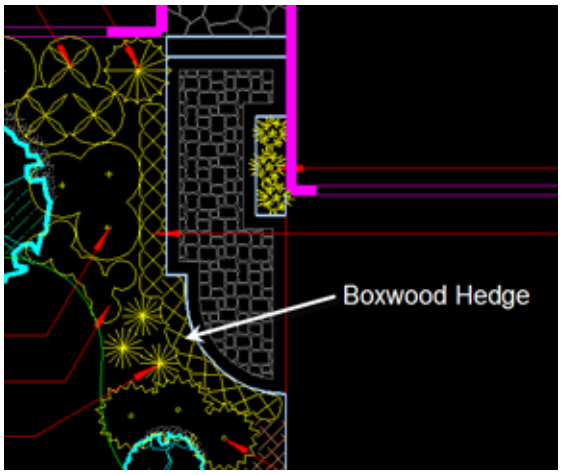
4. Next, place a group of three flowering shrubs at the left hand corner of the house. In the **SHRUBS-A-6** library locate the **3FT6_FL.SHRUB** symbol and left-click to select it. Place three of these symbols to represent the grouping

of Sweetspire at the corner of the house in a triangular shape. Position the mouse just in front of the left-hand corner of the house and left-click and then right-click to place the symbol. Another copy of the symbol will stay attached to the cursor allowing you to continue placing two more symbols, as shown in the diagram below, without having to select it from the library again. Make sure the symbols overlap one another as this is important for the clustering process which you will follow a little later.


Placement of second group of shrubs. Notice all shrubs are the same size and overlap slightly - this is important for the clustering process

Inserting The Boxwood Hedge

A more complex group of shrubs that you can place is the Boxwood hedge that runs along the side of the walkway. Notice in the following image that the boxwood hedge runs neatly and evenly spaced along the walkway. DynaSCAPE has a tool that allows



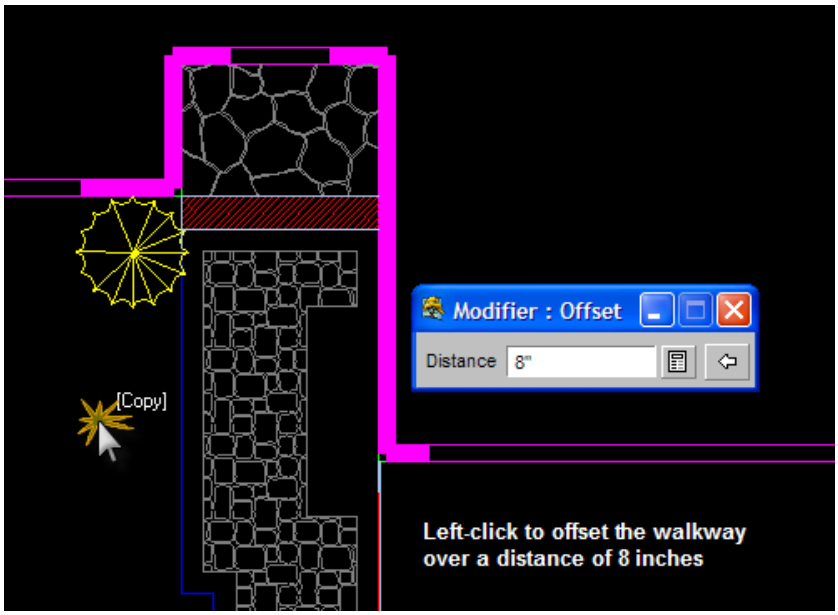
for any figure to be placed at an even intervals along an existing line.

Before inserting the boxwood hedge there are two things that need to be done first:

1. Since the hedge needs to follow the walkway, you must offset the edge of the walkway to the left by half the width of the symbol you intend to use. In this design use the **1FT3_BOX.HEDGE** symbol from the library.

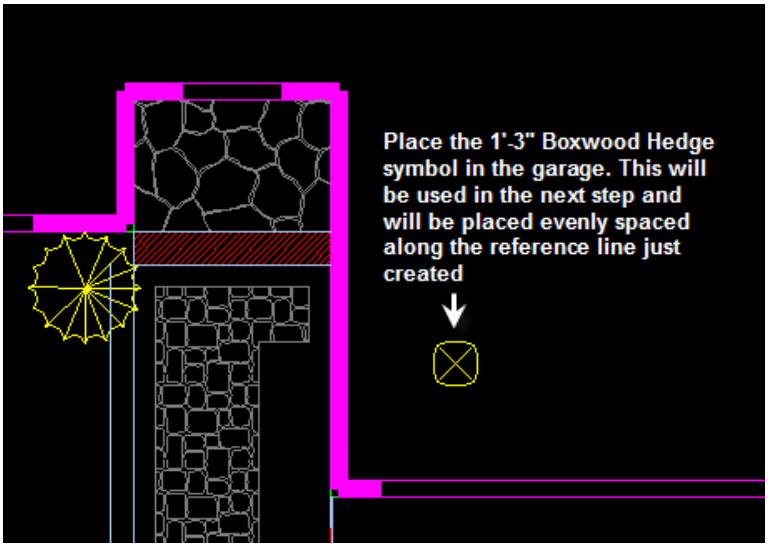
2. For this symbol you should use a distance of a little more than half the width of he figure (8”). Click on the Offset tool located in the Edit toolbox and enter in a value of 8”. Left-click on the walkway edge (note that this should all be joined as one line as previously completed earlier in this tutorial) and, when it highlights blue, right-click to end the selection process.

3. Ensure that the **Copy** toggle is turned on and left-click to the left side of the walkway. By having the Copy toggle turned on you will be left with two lines - one for the walkway and one to be used to create the hedge. The one for the hedge is temporary and can be deleted after the hedge has been inserted.



4. Next, select the symbol to be used to represent the Boxwood hedge on the drawing. On the Figures tab on the left, go to the **SHRUBS-A-6** library and select the **1FT3_BOX.HEDGE** symbol. Since the symbol being used to create the hedge does **not** need to be placed on the line in which it will

follow, place it in the middle of the garage. Be sure to insert the symbol at the exact scale and rotation that it was originally drawn at.


Place the 1'-3" Boxwood Hedge symbol in the garage. This will be used in the next step and will be placed evenly spaced along the reference line just created

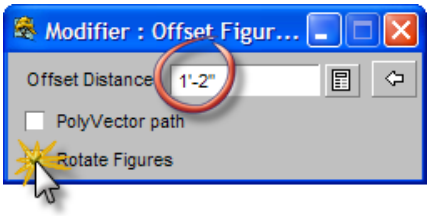
Inserting Symbols to be Offset Along an Entity

When inserting symbols that are going to be used to created hedges, soldier courses, etc. using the Offset figures along an existing line tool be sure to make note of the size of the figure you do indeed end up rotating the figure. You will need to know the exact size of the figure in order to accurately space it along the line, especially when overlapping the figures for clustering, etc.

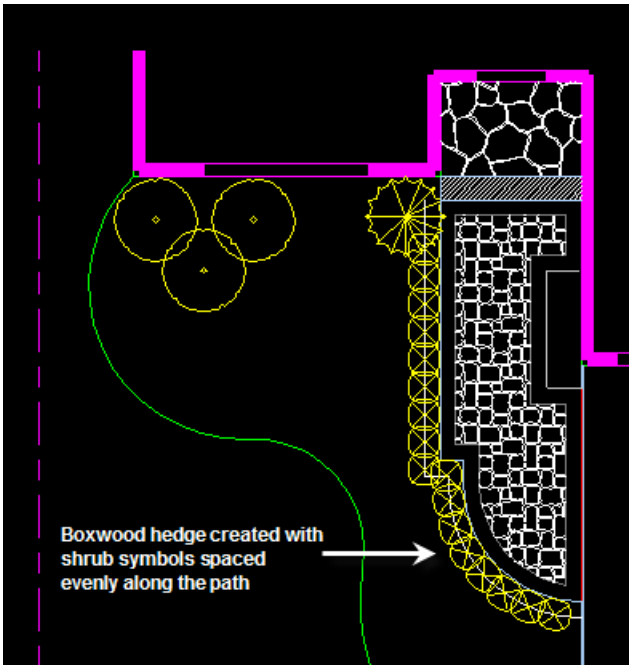
5. Now that you have created the line and inserted the symbol, it is time to finally construct the Boxwood hedge. In the Edit toolbox click on the **Offset figures along an existing line at an absolute distance** tool to open the modifier.

The modifier requires you to set the Offset Distance. The Boxwood Hedge symbol you selected was 1'-3" and by setting a smaller offset distance to 1'-2" you will later be able to cluster the figures together to both clean up the drawing and to use the Auto-Count feature. The modifier also has two check boxes, one for PolyVector Path which you will leave unchecked and

one for Rotate Figures, which must be checked. By selecting Rotate Figures, the figure you have selected will rotate and remain perpendicular to the line.



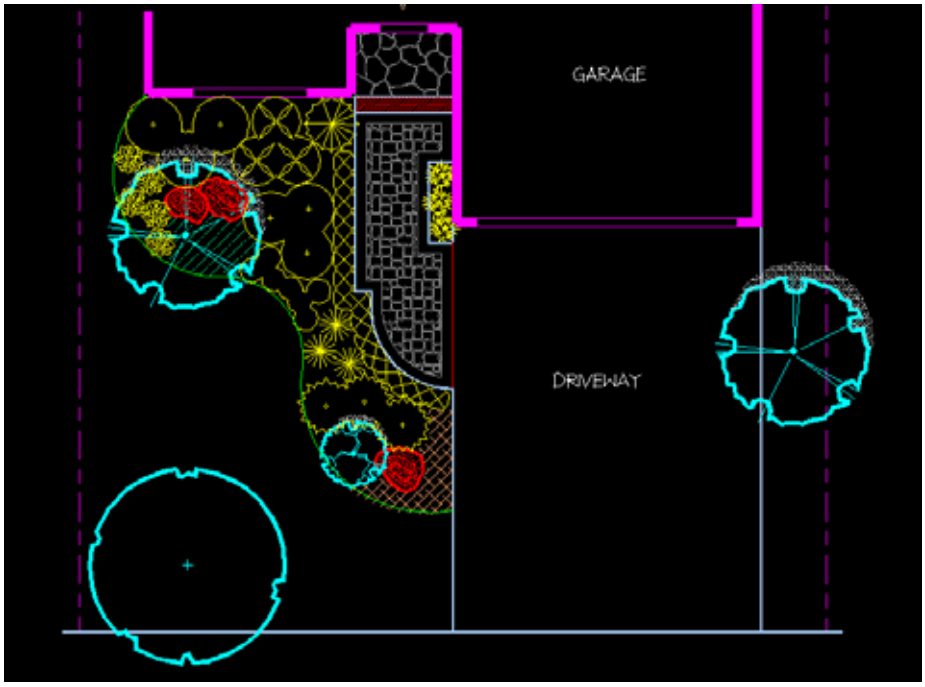
6. Left-click on the symbol (previously placed in the garage) to select it (will highlight blue) and then left-click on the line (path) the symbol is to follow. The hedge will be inserted on the line.



Uses for the Offset Figures Along an Entity Tool

The Offset Figures Along an Entity tool is useful for: creating hedges, constructing soldier courses or retaining walls (both modular and natural stone), laying out flagstone pathways, etc. Anytime you need a repeating pattern of a selected figure, this tool is a useful choice.

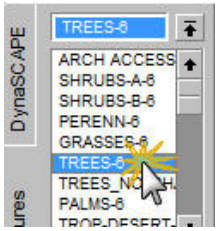
Now that you have the basics on placing symbols, continue placing the shrub and perennial symbols as per the sample that accompanies this tutorial. Once you have completed placing the shrubs, save your drawing.



Inserting the Tree Symbols

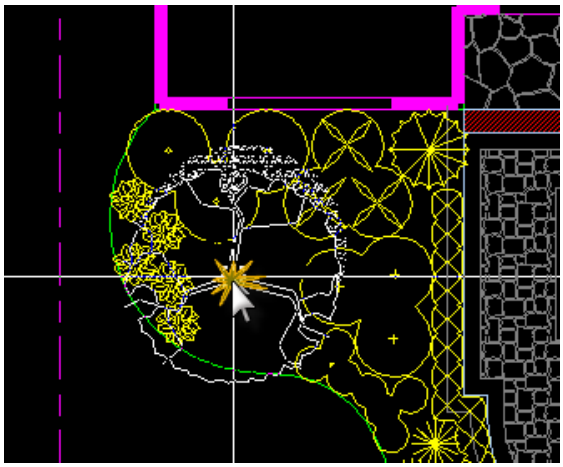
There are three trees in this tutorial design that you can select and place at this time. In DynaSCAPE there are two distinct tree libraries - trees with shadows **TREES-6** and trees with no shadow **TREES_NO_SHADOW-6**. It is important to note that the shadows do not automatically rotate based upon the direction of the north arrow on the drawing therefore when using symbols with shadows you must rotate each according to the orientation of the property, or, if preferred, use the TREES_NO_SHADOW-6 library.

1. For this exercise, choose symbols from the **TREES-6** library.



2. The first tree to place is the tree to the right of the driveway. It is roughly 7'-6" down from the corner of the house and centered between the driveway and the property line. You can choose to use reference lines here or just 'eyeball' the placement of the tree.

3. From the TREES-6 library select the 9FT_DECID_TREE symbol and move your cursor to the location in which the tree is to be located. Left-click to place the tree. The next step (optional) allows you to rotate the tree by moving your mouse, move the mouse till the shadow matches the position of the north arrow and left-click. If you do not wish to further rescale or stretch the tree (the last two options) you can right-click to complete the process.



Finish placing the other two trees on the drawing. There is a second 9FT_DECID_TREE just to the left of the front window and a 4FT_DECID_STD down near where the walkway meets the driveway.

Inserting Patterns for Groundcovers and Annuals

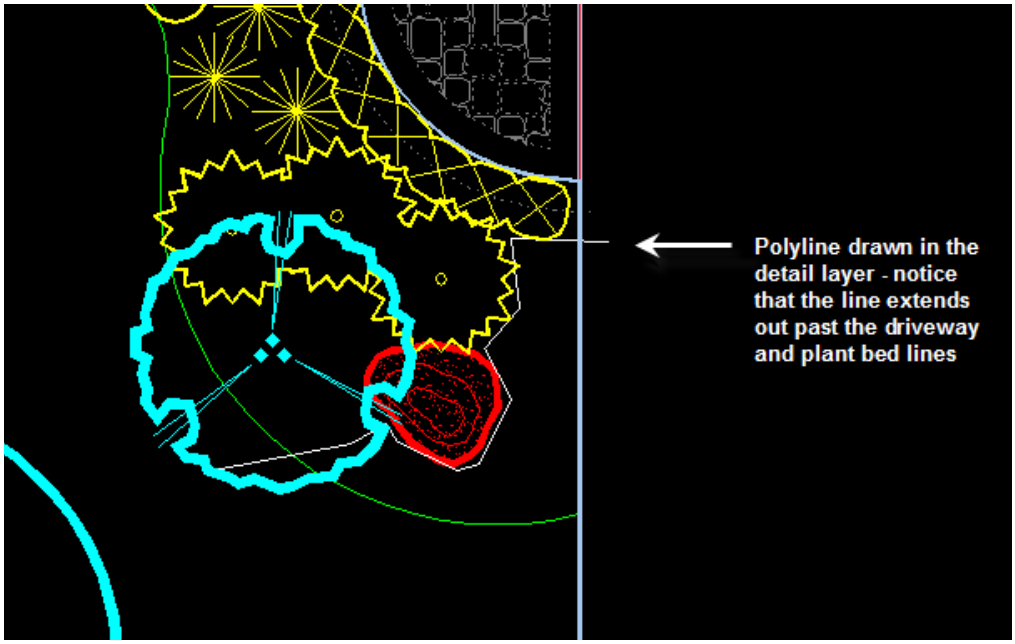
The last softscape elements to be placed are the two filled in areas which represent ground cover and annuals. The first area will be an area of ground cover under the tree near the front window and the second area will be an area of annuals right at the driveway.

In this step you will be inserting patterns to represent groundcovers and annuals. Patterns require enclosed areas that need to be drawn first. (Note: symbols cannot act as a boundary) In this case you can use a polyline to define the area however instead of using a closed polyline (which is another option by which you can define regions to be filled) and simply overlap the polyline drawn with the existing plant bed line.

1. Select the Temp layer and then the Polyline tool from the Draw toolbox with a left-click (as you do not need the modifier in this case). Zoom in to the area that is to be filled.

2. Left-click to start the polyline **outside** of the plant bed in the driveway area so that the line you are drawing crosses over the edge of the driveway. Using left-clicks, click around the area to be filled, more or less clicking along the edges of the shrubs and rocks (see image below).

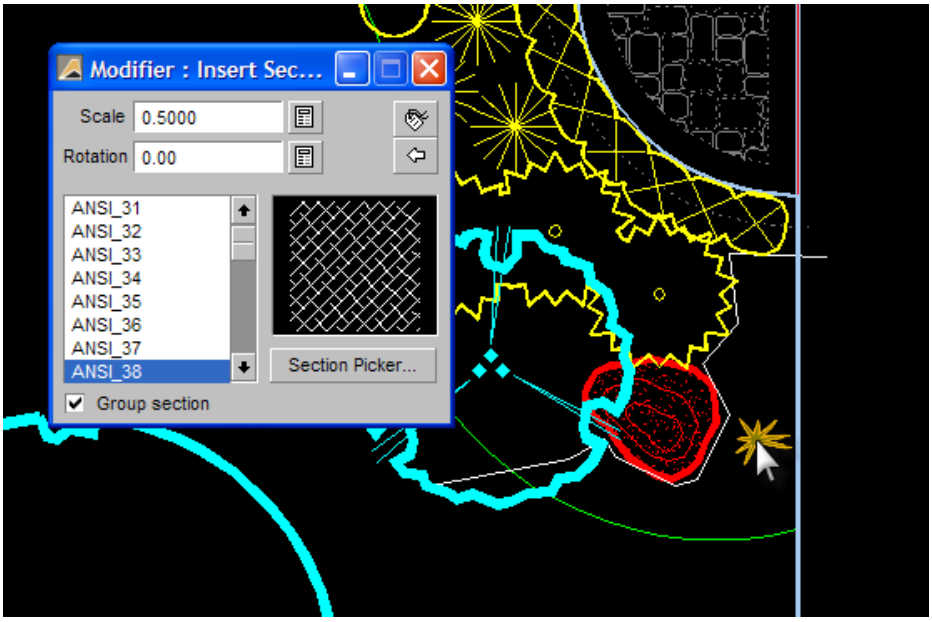
3. Once you have clicked along what will be the boundary, left and right-click to finish the line **outside** of the plant bed line. The image below shows the area is bounded by the line you just created, the plant bed line on the bottom and the driveway on the right. This is now a completely contained location which can be filled with a pattern.



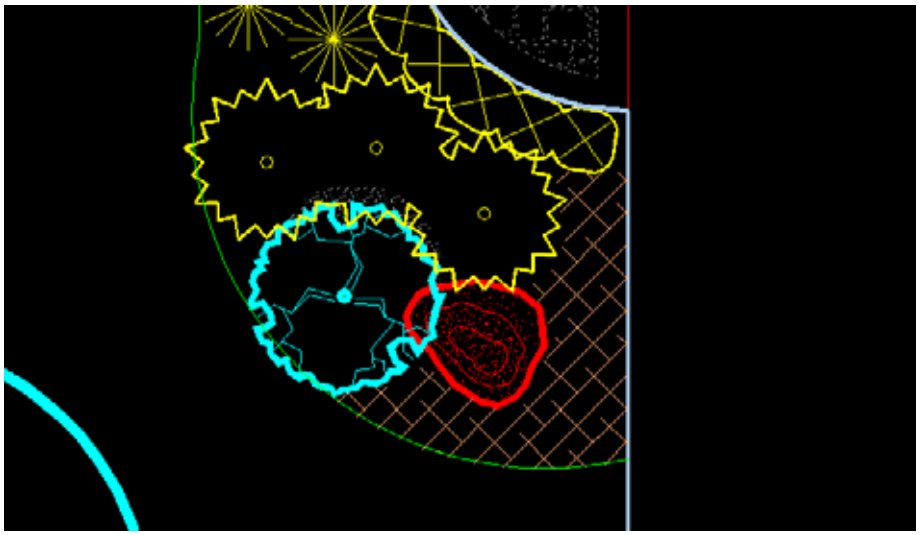
4. To insert the pattern into this area first select the **Annuals** layer and then right-click the *'Section a Bounded Area by Selecting a Contained Location'* tool to open its hidden modifier. (You may need to uncover the nested Section tools if they are not already visible.)

5. Select the default pattern of **ANSI_38** and use the default scale (**0.5**) and left-click in the center of the area just defined. The bounding edges should

highlight blue. When they do, left-click to insert the section pattern. Notice



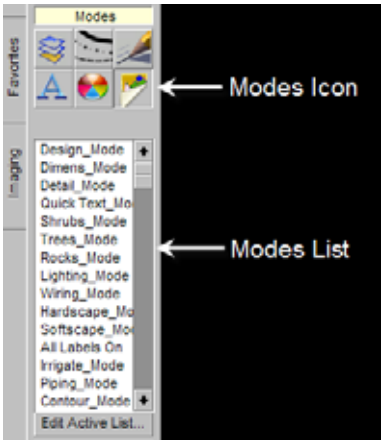
that the section pattern just fills in the area defined by the line that was drawn.



Selecting Certain Layers to Work On

This part of the tutorial required you to select the Temp layer, on which you then drew the boundary line used to define the fill that was inserted into the plan. The Temp layer was purposely chosen because it is automatically turned off when you work in Design Mode; by

being turned off, anything drawn on a layer stops being visible for printing but is retained and can be displayed by turning All Layers On, or activating the Temp Layer (For more information on Modes, see Chapter 2). In this way, temporary objects can be managed without

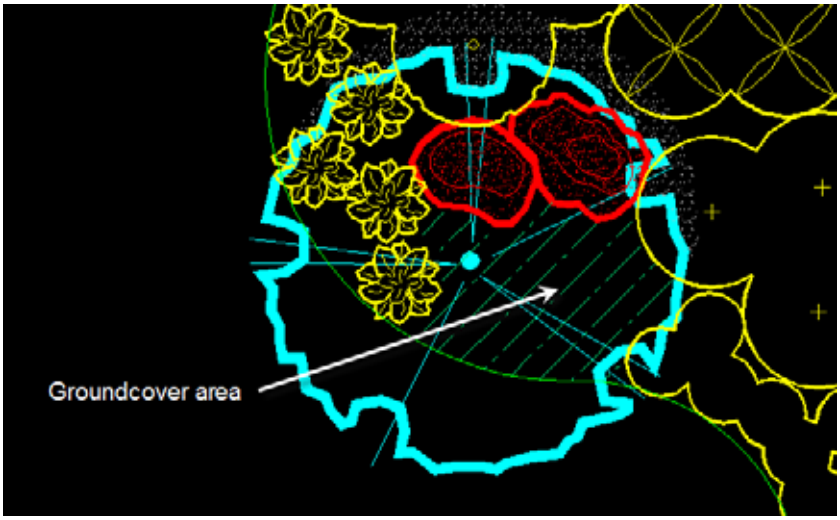


the need to move them or redraw them. This becomes particularly useful when using the Hardscape Labeling panel, where such lines are used to help calculate the specific area of certain regions of a plan.

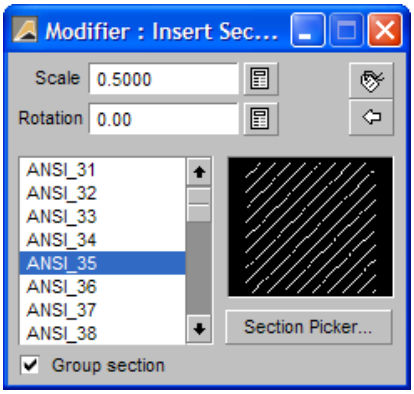
With DynaSCAPE, it is important to select the correct layer when inserting entities, whether they are permanent (driveways, plant beds, etc.) or temporary (reference lines) so that ultimately you end up with the correct layers turned on at the right times.

---

6. Repeat the process used in the previous step to define the area for the ground cover area under the tree. Create a polyline in the **Temp** layer to be used as the boundary. Once the boundary line is drawn, switch to the



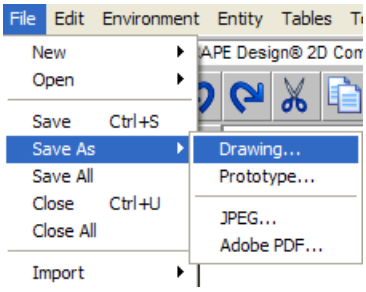
Perenn/GrCvr layer and, using the Section tool, select the **ANSI_35** pattern at a scale of 0.5.



Congratulations! The softscape elements are now complete and the drawing at this point is nearing completion. Click **Save.** Now is a good time to save the drawing and make a backup file:

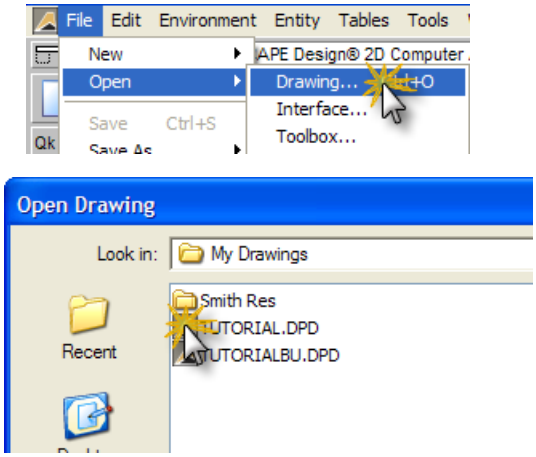
Making a Backup File for a Drawing

1. To create a back up go to the **File** pull down menu and select **Save As**.



Save this backup as a **Drawing**. Be sure to save this drawing with a new name (i.e.: TutorialBU.DPD). Once you have clicked **Save As,** this will now become the active drawing.

2. Now you will need to go back to **File** and select **Open** and find your original file at this time to continue working on it.

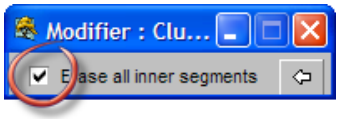


Clustering the Plant Symbols

One of the unique key features of DynaSCAPE is the ability to cluster or group plant symbols. By clustering plant symbols, drawings become less cluttered and, therefore easier to read, with individual groups of plants easily identified. They also allow for the use of an automatic counting feature used during labeling. Clustering saves time during the labeling process and this will be discussed in greater detail later in this tutorial.

1. The clustering tool is located on the DynaSCAPE tab under **Commands.**

When you click on the tool the modifier will open. Make sure there is a check in the 'Erase All Inner Segments' box (default is on)

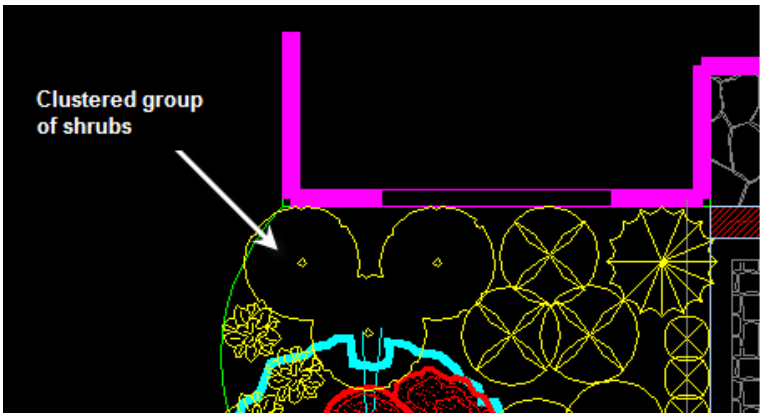


When the box is toggled the 'Erase all inner segments' command is enabled

Cluster Modifier Tip

The cluster tool includes a modifier with the option to 'Erase All Inner Segments'. *By selecting this option to cluster plant symbols are on the drawing, the resulting group is clean with all the 'extra' inner segments removed. Plant symbols, as a general rule, need to be overlapped in order to cluster properly. However, if plants are* <u>not</u> *overlapping, you will need to turn* 'Erase All Inner Segments' *off.*

2. Left-click on each of the shrubs that belong together so that they highlight blue. Once all the shrubs are selected, right-click to begin the clustering process. Once the clustering process is complete, move to the next set of shrub symbols.



Clustering Tips

There are a few tips to keep in mind when clustering

- *If a group does not cluster properly, undo the cluster and check to ensure that the shru (trees or perennials) are overlapping one another*
- *If you have plants that are* <u>not</u> *overlapping and wish to keep them that way, you will to turn* 'Erase All Inner Segments' *off*
- *You can cancel the cluster process at any time by right-clicking on the screen*
- *When clustering large groupings of shrubs/trees, try clustering in smaller groups first and then cluster the groups together - this helps speed up the process. If a grouping is very large, DynaSCAPE will prompt you with a warning of approximately how long the clustering process may take*

Adding the Titleblock

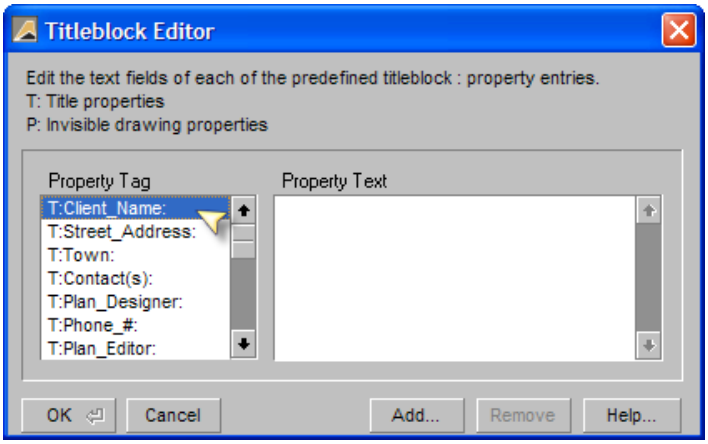
Now that the design elements are complete it is time to add a titleblock.

In DynaSCAPE there are two styles of titleblocks, horizontal style blocks and vertical style blocks. The horizontal style titleblocks are simple and can be placed anywhere on the drawing. The vertical style titleblocks run along the side of the drawing and can include borders that encompass the entire drawing as well, depending on the titleblock selected. It is important to select the correct titleblock for the sheet size and scale you are working on, and you will notice that each titleblock in the program is named accordingly, making the selection process easier.

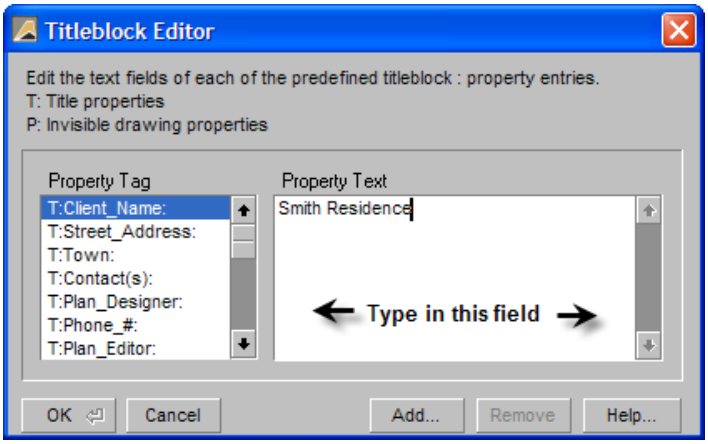
1. On the Figures tab select the **T-BLOCK HORIZ-6** library. From the list of available titleblocks select the **11x17_1to8** titleblock. The name **1-8** (or **8b**) refers to 1/8th inch scale and **11x17** paper which matches the prototype you selected at the start of the drawing process. Once the titleblock is selected, insert it like any other symbol: left and right-click to drop the titleblock into the drawing. Once the titleblock is placed press [Esc].

2. All the titleblocks in DynaSCAPE are automated - a tool is provided to allow you to enter the information to complete the titleblock. On the DynaSCAPE tab there is an **Edit Title Text** tool. This tool allows you to insert the required fields for the titleblock in one place. Left-click the **Edit Title Text** tool, a panel will open.

3. At the top of the panel will be a list of fields preceded with the letter 'T' - these are the fields that complete the titleblock.

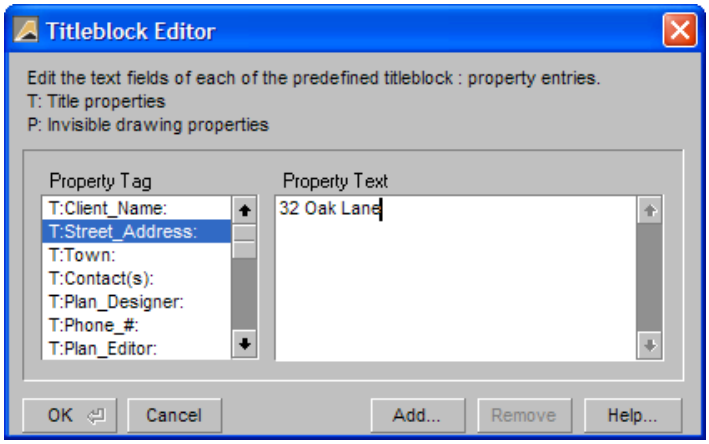


4. To fill in the titleblock click on the field on the left side of the panel under Property Tag that you wish to complete, for example Client_Name. The selection will highlight. To fill in the information click in the white area under Property Text and type in the Client's Name (i.e.: Mr. & Mrs. Smith).



5. Once the text for that tag is complete, click on the next tag for which you wish to enter text to activate the previous tag's text.

6. Continue with adding the address information. Click on Street_Address under Property Tag on the left to highlight the selection. In the white area under Property Text type in the street address only (i.e.: 32 Oak Lane).



7. Continue completing all the information that is preceded with a 'T' under Property Tag. Notice that as you type in this information and go to the next selection the information last entered is shown in the titleblock.

When all the information has been completed you must click the **OK** button for the information to be permanently entered into the titleblock. You can return to the titleblock editor at any time to correct any mistakes or add any incomplete information.

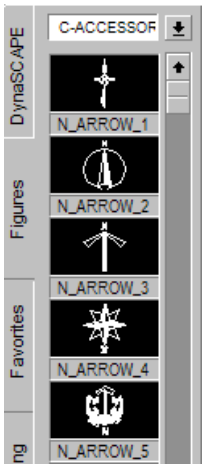
General 'Rules' About Titleblocks

- *The scale field is not automatically generated. Be sure to double check to ensure you have entered the right scale. To check the scale of a drawing at any time, hold the [CTRL] key and press [H]. In the Drawing Page Settings panel that opens, click on the* 'Scale' *tab*
- *Titleblocks should not be stretched or skewed because the text that is inserted into the titleblock will not resize along with the titleblock*

- *Titleblocks cannot to be rotated as the text to be entered in to the titleblocks will not r with it*
- *If a titleblock is exploded, the completed titleblock information will be deleted*
- *Completed titleblock information is not copied from one drawing to another through the copy/cut and paste command*
- *Items in the titleblock editor preceded with a* 'P' *are not included in the titleblock*
- *Only one automated titleblock can be added per drawing.*

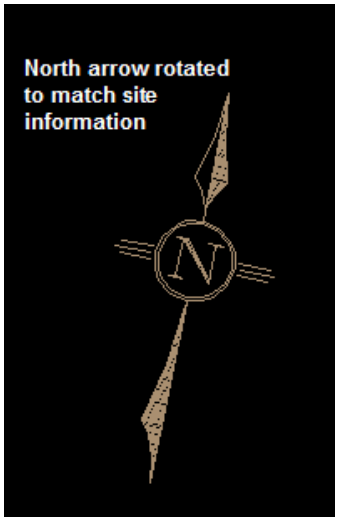
Placing the North Arrow

1. The last bit of information you have from the base information is the north arrow. In the **T-BLOCK ACCESS-6** library are a number of North Arrows**,** select one of the north arrows and place it on the drawing. Select an area off to the side of the items that have been drafted so the figure doesn't interfere with the rest of the design elements (however it can be moved later if required).



2. Once you have found the North Arrow you wish to use, select the location on the drawing where you want it placed and left-click. After you left-click, use the mouse to rotate the North Arrow (make sure your constraints are turned off). Once it is pointed in the right direction (towards the upper

right corner of the drawing page), left-click again and then right-click. Once you are finished press [Esc]



Now is a good time to save your drawing. Click the **Save** button. You can also use [CTRL] + [S] to save if you wish to use the keyboard.

Congratulations! Part I Completed.

Now that you have completed Part I of the design tutorial, go to the next chapter: design Tutorial - Part II.

16
Design Tutorial: Part II

This chapter is Part II of II about creating a landscape plan by way of a tutorial drawing. During the process of this drawing you will learn to:

- ✓ Label the drawing and insert photographs (rasters)
- ✓ Create a materials list
- ✓ Print the drawing

Labeling the Plants

DynaSCAPE Design is linked to a fast and efficient labelling tool that will enable you to create an instant material list in the end. In addition, this labeling tool can also integrate with DS|Manage (online) and legacy version of DS|Quote and DS|Manage for quotation. You also have access to DynaSCAPE's Online Plant Database to help you find and choose plants for your drawing's labels.

Using the DynaSCAPE labeling panels is the only way to get the automatically generated Material Lists and Plant Picture Catalogue from your drawings.

The next step is to label the plants on your design (plants):

1. For this exercise you will be using the plant labeling tool and picking our plants from the Online Plant Database, so you need to ensure that you are connected to the internet. If you have a dialup connection, connect now. If you have hi-speed or cable, you are already connected.

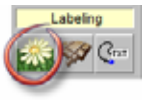
If you wish to use your own plants and want to include sizes and prices you will need to first add those plants to your local plant list (the Plant List Editor). See *Chapter 12 - Labeling Plants & Design Elements.*

Note:

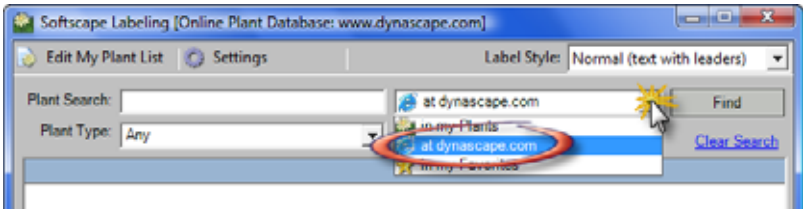
If you do not have an internet connection you can manually create your own custom list of plants to label with or import a list from Excel. This needs to be done in the Plant List Editor as outlined in *Chapter 12 - Labeling Plants & Design Elements.*

---

2. On the DynaSCAPE tab, left-click the *'Place a Softscape Label'* icon.

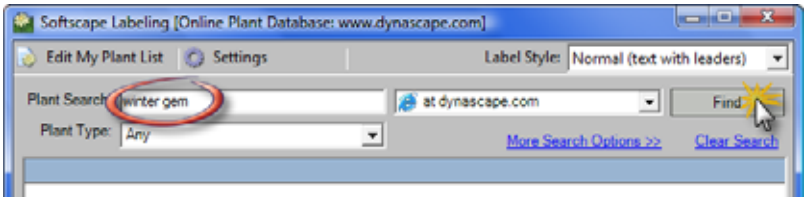


3. This will open the Plant Label Panel. For this exercise you can search for plants on the Online Plant Database. Click on the arrow beside 'in my Plants' and choose 'at dynascape.com' from the menu.



4. You will be searching for specific plants to label this drawing, so if you have done some practice searches click on **Clear Search**.

5. In the Plant Search text box type in the name or part of the name of one of the plants on the design. For example type '*winter gem*' and click **Find**.

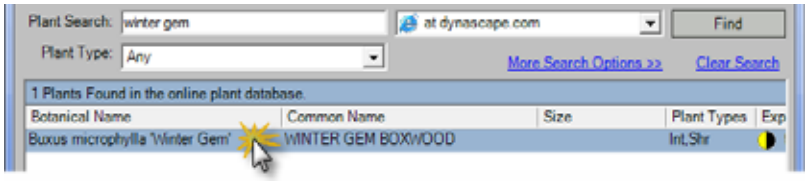


Tip

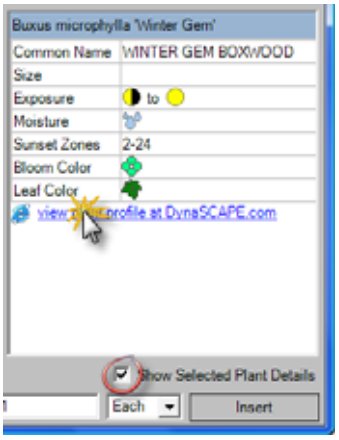
For efficient searching, it is recommended that you enter only the first few letters of the plant you are looking for, especially if you aren't sure of the spelling. For example, search for lily rather than lily of the valley. If the name in the database is lily-of-the-valley, you will not get any results by typing the name with spaces instead of dashes. The same is true whether you use botanical or common names. Granted this method will result in many more hits, including many plants you don't want, but it will result in better search results in the end.

6. DynaSCAPE will now connect to the Online Plant Database and attempt to find a match - remember DynaSCAPE is looking for a 100% match so if you get no results returned, checked the spelling and try your search again.

7. In some cases you may get more than one result back. In this case there is only one: 'Green Gem Boxwood'. Click on it to highlight it.

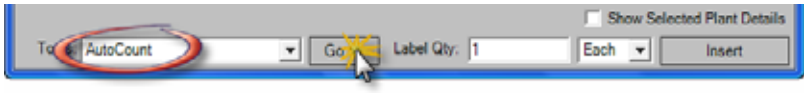


If you wish, at this point you can click on **Show Selected Plant Details** at the bottom of the panel to see additional information about the plant. You



can click on 'view plant profile at DynaSCAPE.com' to view more cultural information and a picture on the Online Plant Database.

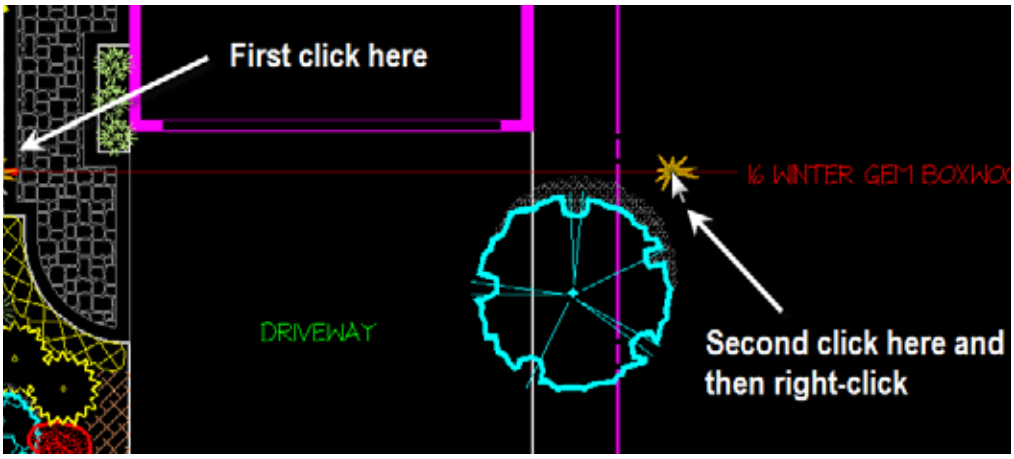
8. Before placing the label on the drawing, the quantity of plants to be labeled has to be determined. Since you clustered or grouped the matching plants together in one of the previous steps, you can use the **AutoCount** tool. AutoCount is the default tool, so all you need to do is click on the **Go>>** button to get it started. The panel will minimize to give you full view of your screen. Left-click on the hedge along the front walkway.



Notice that the plant group quickly flashes blue. If you maximize the labeling panel, you will see that next to **Label Qty** (Label Quantity) will be the total count of the number of Boxwood shrubs in that grouping. You can also see the count number in the CLI at the bottom of the DynaSCAPE window.

9. Now that the quantity has been determined, the next step is placing the label on the drawing, which is a similar process as placing '*Text With a Leader*'. The first left-click determines the placement of the arrow, generally

this points at one of, or the group of shrubs. Subsequent left-clicks place the label onto the drawing. When the label is located in the desired location right-click to complete the process. The labeling panel will automatically reappear (maximize) so you can choose the next plant to label with.



10. Continue labeling the rest of the drawing as per the tutorial outline. All the plants in the design can be found by searching DynaSCAPE's Online Plant Database ('at dynascape.com') or, if you prefer, you can find your own plants to label the design with.

If you have added plants to your plant list (My Pant List), you can label the drawing with those plants. By using plants from 'My Plants' you can also include sizes with your labels and create a material list at the end that can include prices.

Here are the plants used to label this tutorial design:

- GREEN MOUNTAIN BOXWOOD
- BURGUNDY GLOW BUGLE CARPET
- AUREA NANA JAPANESE BARBERRY
- WINTER GEM BOXWOOD
- OVERDAM FEATHER REED GRASS
- CATHERINE WOODBURY DAYLILY
- AMETHYST MYST CORAL BELLS
- BRESSINGHAM BLUE PLANTAIN LILY
- FOREVER PINK FLORISTS HYDRANGEA
- BLUE STAR JUNIPER
- CHANTICLEER CALLERY PEAR
- WEE BEE RHODODENDRON
- CRIMSON QUEEN JAPANESE THREADLEAF MAPLE

You can follow the sample here or choose your own plant names:

Once all the plants are labeled save your drawing.

Labeling Design Elements (Hardscapes)

Once plant labels are completed it is time to label all the non-plant items in your drawing. These are referred as 'design' elements or 'hardscape' items. These items could be labeled with simple text attached to a leader, but if you wish to make a material list with quantities and prices, you should be using the Design Label panel.

There are a number of design elements that need to be labeled:

- PAVING STONE WALKWAY
- FLAGSTONE VENEER
- LANDSCAPE BOULDERS

To label these items with the Design Label panel you first need to add them to your Design Labeling List. Once added to the list they will be available when you need them for labeling your drawings.

For detailed instructions see *Chapter 12 - Labeling Plants & Design Elements.*

Setting up the Design Labeling List

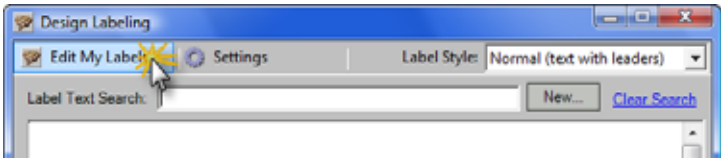
The first step is to add the design label elements needed to the Design Labeling List.

To do so, follow these steps:

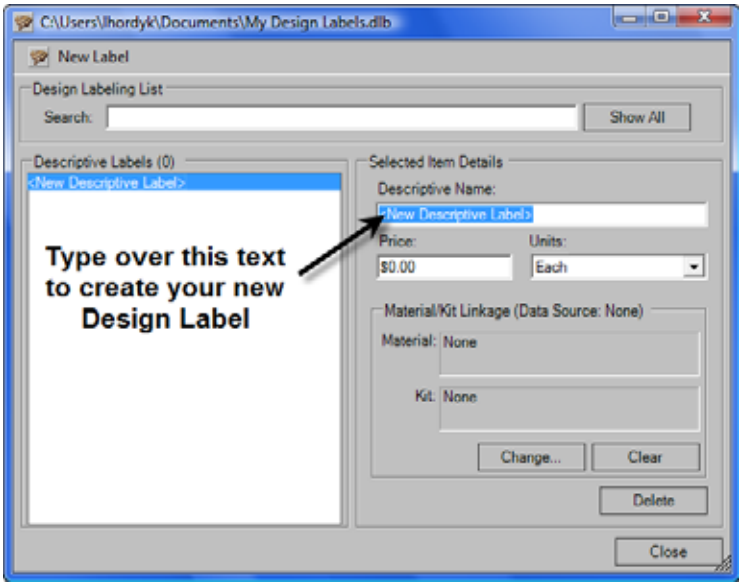
1. Open the Design Label panel by clicking on the icon in the DynaSCAPE sidebar folder.

2. Click on **Edit My Labels** in the Design Label Panel.

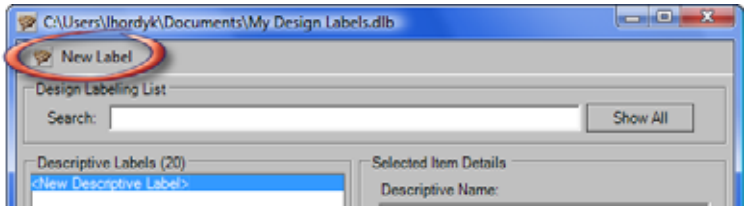
Note: You can also start typing in the **Label Text Search** and then click **New**. This will open the Design Label List editor.



3. To add a Design Label to the list, type over the **<New Descriptive Label>**. Since the default for all common names for your plants are in upper case, you may wish to do the same for your Design Labels.

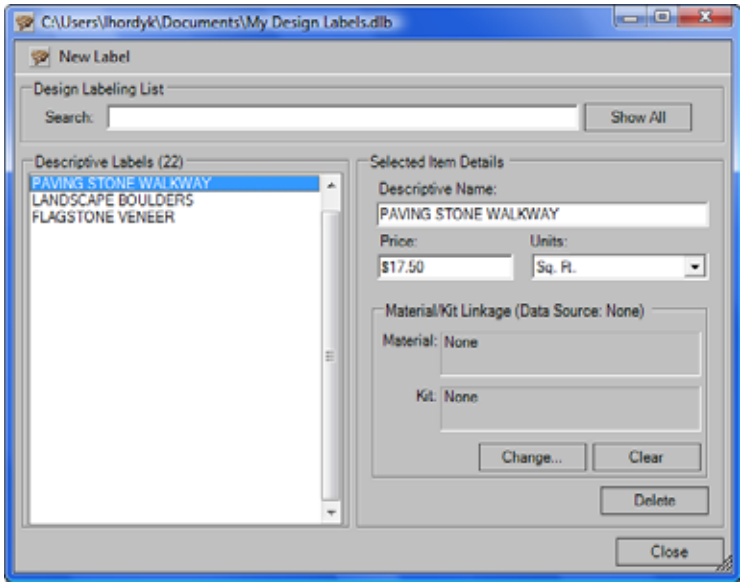


4. You may add a price and select a unit for this item as well. Price and units are needed if you wish to create a material list with these properties included. You do not have to on a Save button since everything you type will be automatically saved. Just click on New Label to add your next one. As you add them they will appear in the list.

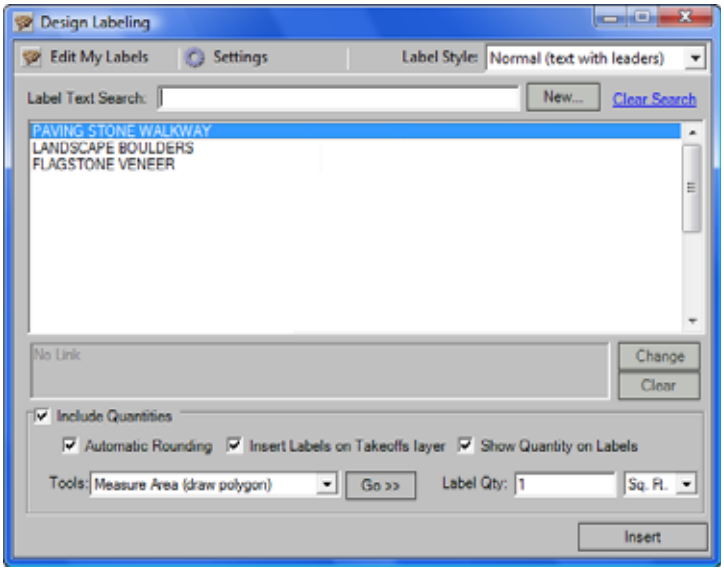


5. Add the following items needed for this plan. If you wish you can change them to whatever you prefer to use:

PAVING STONE WALKWAY
FLAGSTONE VENEER
LANDSCAPE BOULDERS



6. Click **Close** to close the editor and the Design Label Panel search will show the new design labels added.



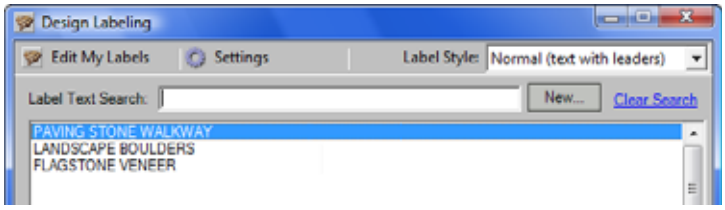
Labeling the Design Elements

Labeling the design elements is very similar to labeling plants. With Design Labels you can also use the measuring tools to add a takeoff quantity to the label, which can

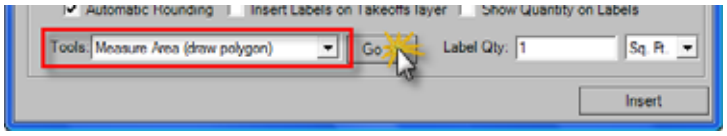
be used when generating a material list later on. To label the design elements follow these steps:

1. The first step is to decide whether or not the labels will be used for material takeoffs and whether or not the labels should have the quantities visible or hidden. For this tutorial you are going to create a material list so you will need to check **Include Quantities** on (it may already be on). In most cases you do not want to show the quantities of hardscape elements on the drawing so turn **Show Quantities on Labels** off. You do not need to **Insert Labels on Takeoffs layer** so turn that option off as well.

2. Select your first design element to label. If the first element is the walkway or porch, you will need to use a measuring tool as well. For example, select PAVING STONE WALKWAY from the list.



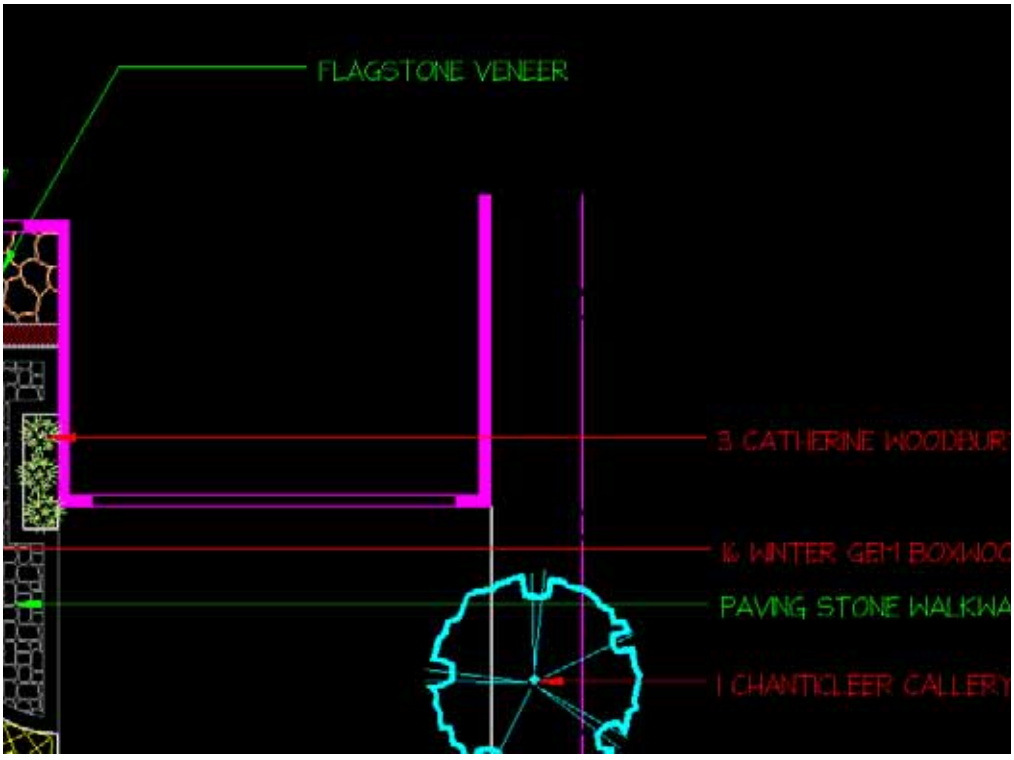
3. With the label highlighted, select one of the measuring tools. The default tool is **Measure Area (draw polygon)**. **Click Go>>**.



4. The Measure Area (draw polygon) tool lets you click around and trace the perimeter of the area to be measured. When the entire area has been traced, right-click. This will add the quantity you just measured to the label.

5. Insert the label the same way you inserted a plant label. The quantity taken from measuring will not be visible, but it is embedded into the label and pulled out when creating the material list later on.

6. To insert a label that only needs a count, such as LANDSCAPE BOULDERS, type the count quantity into the Label Quantity box and click **Insert**. Insert the label as usual.



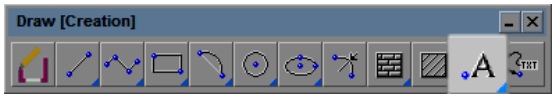
For more information about labeling see *Chapter 12 - Labeling Plants & Design Elements*. For more information about the measuring tools, see *Chapter 6 - Basic Editing and Dimensioning Tools*

Adding the Text and Labels

The next step in the design process is to begin to add the text and labels. This includes elements such as the title of the drawing, labeling of reference elements such as houses and street names and the use of text with a leader for defining areas that will not be defined using plant labels or design labels.

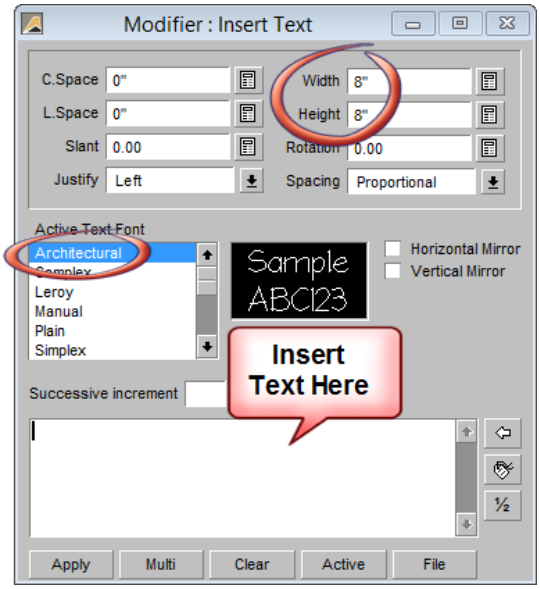
Simple Text Labels

The first element to label will be the House, Driveway and Sidewalk. For this type of labelling you can use a simple text tool without a leader found in the **Draw** toolbox called *Insert text*. This type of text should be drawn in the **Text_Labels** layer. The quickest way to turn on the Text_Labels layer is to click on **Design Mode** in the Modes list on the DynaSCAPE tab or switch the active layer to the Text_Labels layer (remember you must be in **Select** to change layers).



1. To begin using this text tool, click on the tool to open the modifier panel. Notice that the text font and the size of the font are already set. These defaults are pre-set when the prototype is built and have been determined to be appropriate for the paper-size and scale. These settings can be changed. (Note: If they are changed in this panel, the changes will only

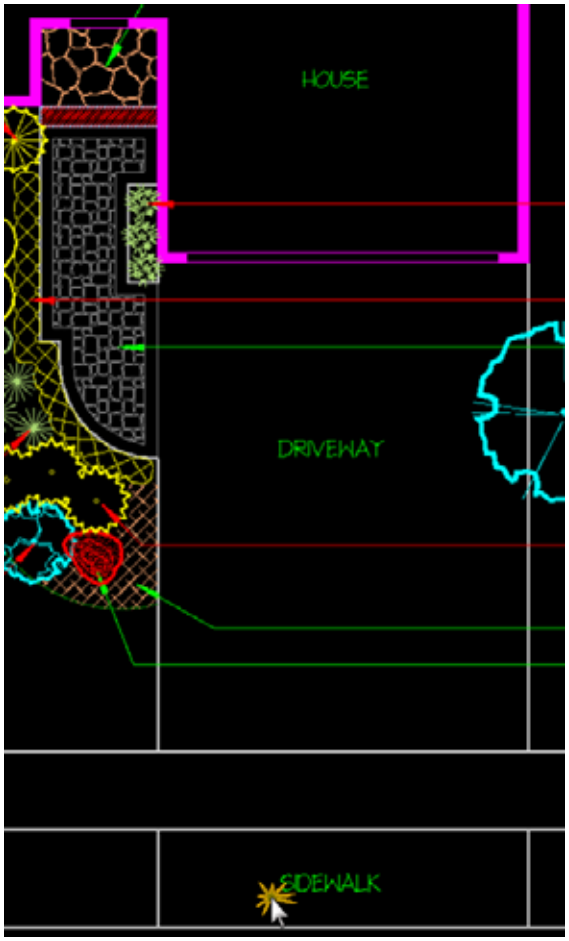
remain as long as this panel is open. Once the panel is closed the settings will return to the defaults.)



Text is entered in the white box at the bottom of the text panel. Enter **HOUSE, DRIVEWAY** and **SIDEWALK** on three separate lines in this box (use the [Enter] key to move to the next line). After the text is entered click the **Multi** button. **Multi** allows you to insert each piece of text individually.

2. To insert the text, simply left-click where you want the text to be placed on the drawing. When using the Multi option, once one line of text is entered, DynaSCAPE will go to the next line that was entered. Once you have

placed all the text, DynaSCAPE will return to the first line. When you are finished press [Esc] to end the command.



Apply vs. Multi

When using the 'Insert Text at a Location' *command, there are two options to place the text. One is Apply and the other is Multi. Apply places all the text entered into the box as one single block of text whereas Multi enters each word that appears on its own line as individual lines of text on the drawing.*

Tips and Tricks

This type of text can be a very useful tool within the drawing. Use text to insert a Title to your drawing (such as Smith Landscape Plan), include notes on the drawing, provide a legend or

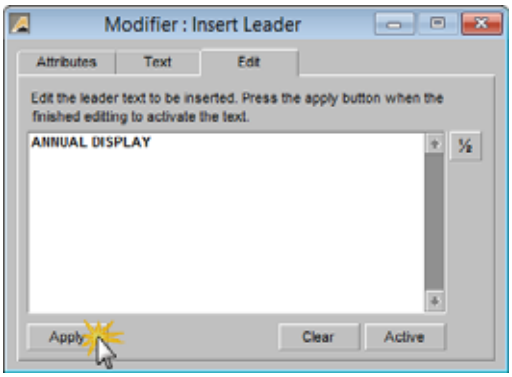
any other useful information. A variety of text tools exist in DynaSCAPE. Refer to Chapter 6, the Basic Drawing Tools, for more information.

Inserting Text With a Leader

The next type of text is '*Text with a Leader*', where text is applied with a leader line and arrow so that you can point directly to the item(s) on the drawing. This text is generally used for items *other* then plant materials and design elements that are on the drawing. For example '*Annual Display*' is not usually an item you need to estimate and include in a material list.

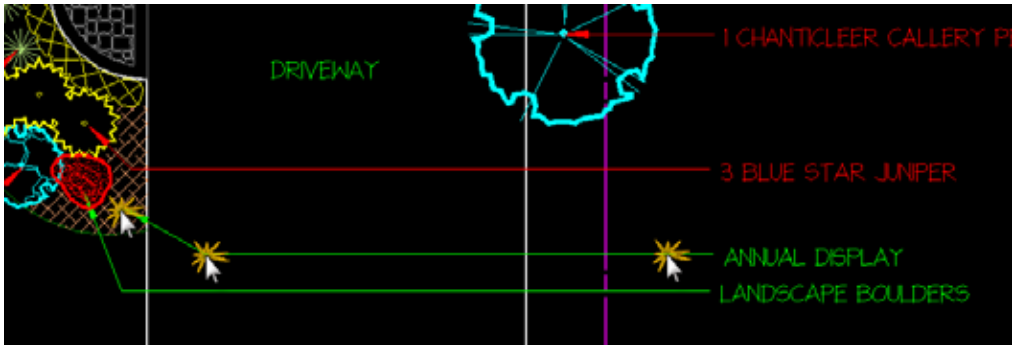
1. This type of text should also be drawn in the **Text_Labels** layer. The quickest way to turn on the Text_Labels layer is to click on **Design Mode** in the Modes list on the DynaSCAPE tab or switch the active layer to the Text_Labels layer (remember you must be in **Select** to change layers). Design Mode also sets the constraints to Polar which you will need to insert labels with leaders. Right-click on the '*Text with a Leader*' icon in the Draw toolbox. As with the previous text tool, the font style and sizes are pre-set (these settings match the '*Insert Text at a Location*' tool). These settings can be viewed and altered in the Attributes and Text tabs.

2. First select the **Edit** tab, click once in the box and enter **ANNUAL DISPLAY**. There is no Multi option here. Only one text element can be entered at a time. Click the **Apply** button.

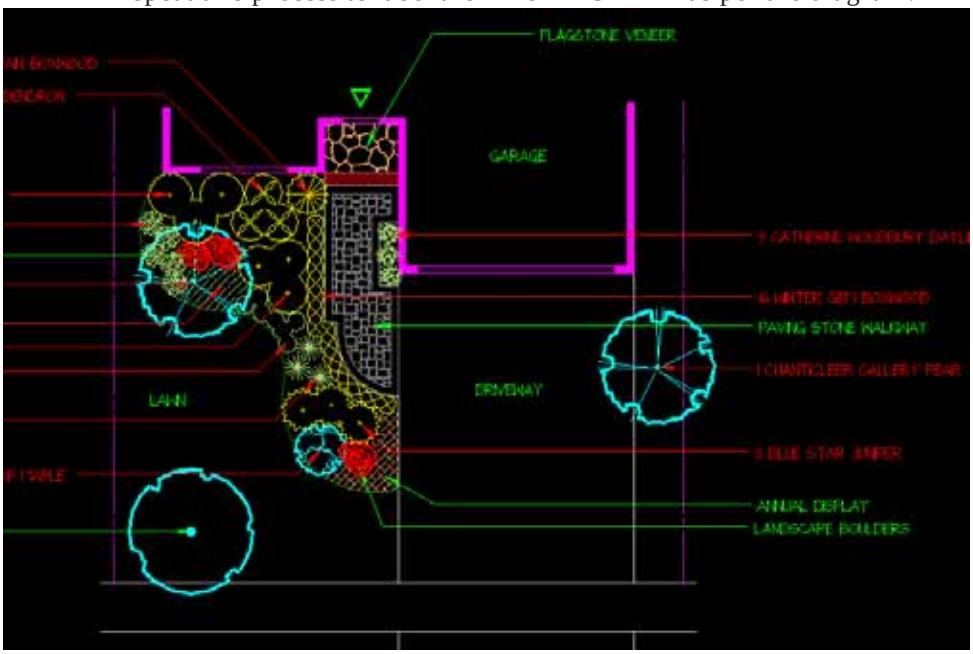


3. Watch the prompt line at the top of the screen. In this case the prompt line informs you to '*Select the Locations for Leader*' which is done using a series of

left-clicks. The first left-click is at the point where you want the arrow to start - generally directly pointing at the item(s) to be labeled. Once the arrow is placed, use the mouse to move the label and leader to the desired location, left-clicking to set the point. You can change direction of the leader line insert *'elbows'* or bends in the leader line. Once the text and leader are in the final desired location, right-click to drop the text onto the drawing and end the process.



Repeat this process to label the EXISTING TREE as per the diagram.



Now is a good time to save your drawing. Click the **Save** button. You can also use [CTRL] + [S] to save if you wish to use the keyboard.

Inserting Plant Images

Important

For this exercise you will be using the Online Plant Database so you need to ensure that you are connected to the internet. If you have a dialup connection, connect now. If you have hi-speed or cable, you are already connected.

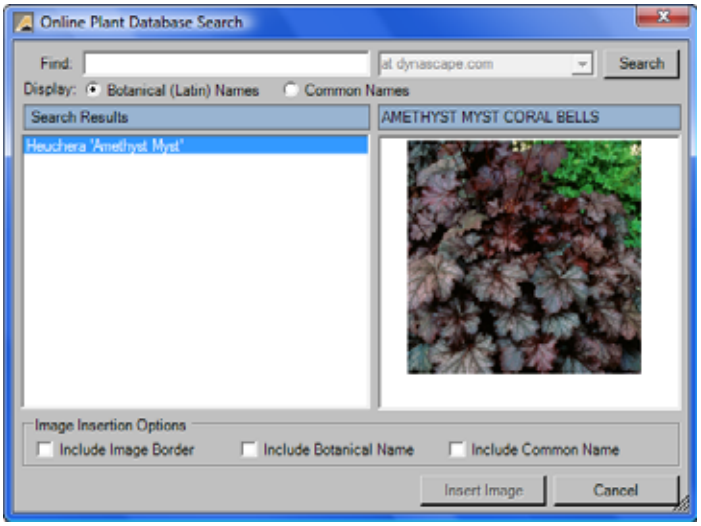
Searching for Plant Images by Label

Now that you have labeled all the softscapes on your drawing, DynaSCAPE Design provides a shortcut to finding a plant image that makes use of those labels. To use this feature follow these steps:

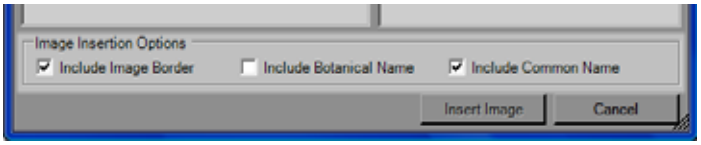
1. Click on the **Imaging Sidebar Folder** and select the **Search for Plant Images based on a Plant Label** tool.

2. Click on one of the softscape labels in your drawing, then right-click.

3. The Plant Search Images tab will open and display the image that was found.



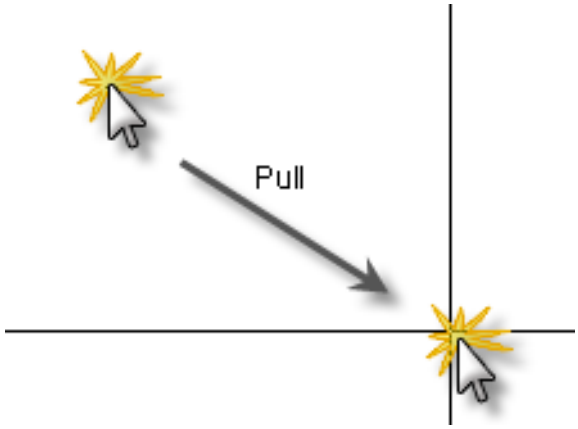
4. Before placing a plant image, you must decide whether you wish to have plant names displayed and a border around the image. Use the check boxes provided to have Design automatically insert the common name, botanical name, both, or neither. Design will use your default text style format to determine the size and style of your text. You have the option to have a border placed around the image as well.



Once you have chosen your options, click **Insert Image**.

5. To insert the image, first click where you want to place the top-left corner. The move your mouse down and away from the first point and click again to place the bottom-right corner. Make sure you see an outline of a square or rectangle before clicking for the bottom corner. How far you move the

mouse will determine the size of the window in which the image will be placed.



Design will then place the image at the location you specified, with any text you chose beneath the image.

6. Continue placing images of your plants around the drawing.

Note: For more information on moving and editing images in DynaSCAPE, read the section called *Working With Raster Images.*

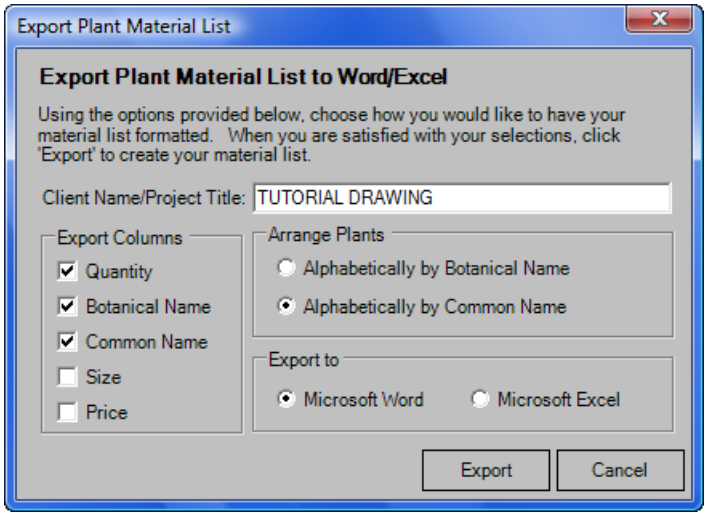
Creating a Material List

Once the drawing has been completely labeled you then create a list of materials automatically in your choice of MicroSoft Word or Excel. Only labels from the Plant Label and the Design Label panel will appear in the list.

To generate a material list follow these steps:

1. Click on the **Export a material list from this drawing** button on the DynaSCAPE sidebar folder to open the **Export Material List to Word/Excel** wizard.

2. Here you can choose which columns you wish to appear in the exported list, how you wish to arrange the plants as well as choose MicroSoft Word or Excel. If your drawing was labeled with both the Plant Label panel and the Design Label panel, choose the **Export Option: Plants and Materials**. Design automatically puts the name of the drawing in the Client Name/ Project Title text box, which you can modify to suit your needs.


Export Plant Material List
Export Plant Material List to Word/Excel
Using the options provided below, choose how you would like to have your material list formatted. When you are satisfied with your selections, click 'Export' to create your material list.
Client Name/Project Title: TUTORIAL DRAWING
Export Columns
Quantity
Botanical Name
Common Name
Size
Price
Arrange Plants
Alphabetically by Botanical Name
Alphabetically by Common Name
Export to
Microsoft Word
Microsoft Excel
Export
Cancel

3. Click **Export** and Design will open Word or Excel and insert the list of plants labeled on your drawing into it.

4. If you labelled the drawing the same way as shown in this tutorial, your material list should look like the following:

July 10, 2009

DynaSCAPE Tutorial Drawing

Plants

Quantity	Botanical Name	Common Name
1	Acer palmatum dissectum 'Crimson Queen'	CRIMSON QUEEN JAPANESE THREADLEAF MAPLE
4	Ajuga reptans 'Burgundy Glow'	BURGUNDY GLOW BUGLE CARPET
3	Berberis thunbergii 'Aurea Nana'	AUREA NANA JAPANESE BARBERRY
1	Buxus 'Green Mountain'	GREEN MOUNTAIN BOXWOOD
16	Buxus microphylla 'Winter Gem'	WINTER GEM BOXWOOD
3	Calamagrostis x acutiflora 'Overdam'	OVERDAM FEATHER REED GRASS
3	Hemerocallis 'Catherine Woodbury'	CATHERINE WOODBURY DAYLILY
7	Heuchera 'Amethyst Myst'	AMETHYST MYST CORAL BELLS
5	Hosta 'Bressingham Blue'	BRESSINGHAM BLUE HOSTA
3	Hydrangea macrophylla 'Forever Pink'	FOREVER PINK FLORISTS HYDRANGEA
3	Juniperus squamata 'Blue Star'	BLUE STAR FLAKY JUNIPER
2	Pyrus calleryana 'Chanticleer'	CHANTICLEER CALLERY PEAR
3	Rhododendron 'Wee Bee'	WEE BEE RHODODENDRON

Materials

Quantity	Description
23 sq. ft	FLAGSTONE VENEER
3	LANDSCAPE BOULDERS
84 sq. ft	PAVING STONE WALKWAY

Creating a Plant Picture Catalogue (PDF)

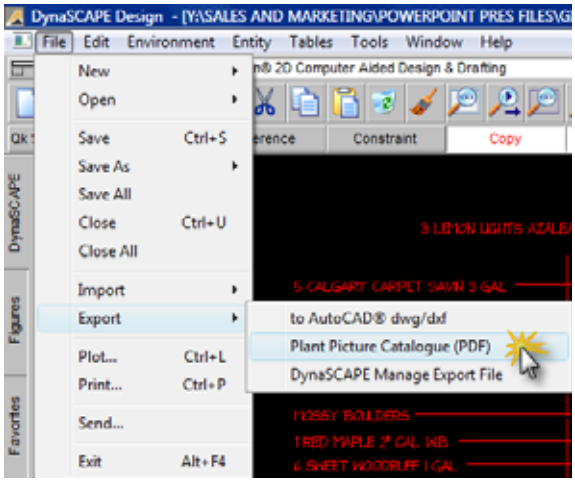
If your drawing has been labeled using the Plant Label panel, you can also generate a Plant Picture Catalogue. This function places pictures of the plants from your drawing onto a sheet with six images per page that you can print out to give to your clients to show them the plants you have used in your design.

You must have plant labels on your drawing in order to use this function. You also need to have internet access and a current subscription.

To create a Plant Picture Catalogue from a design follow these steps:

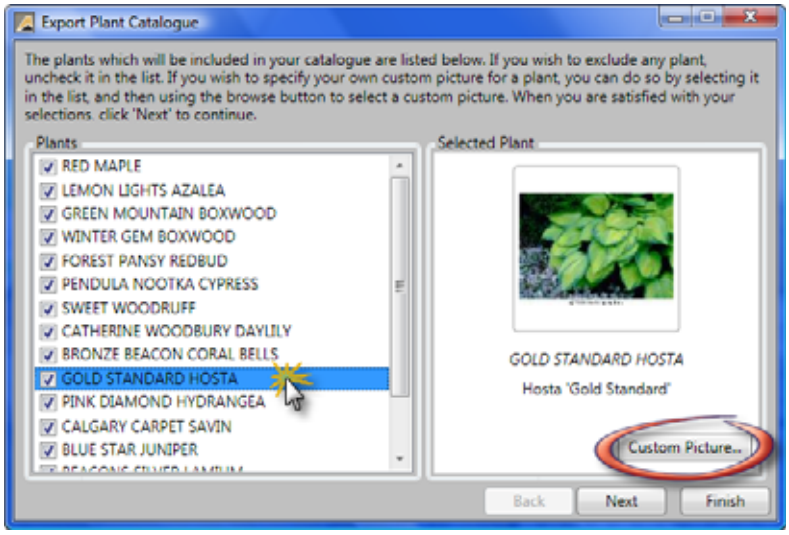
1. Label your drawing with plants from the Plant Label panel. Only these will appear in the Catalogue you create.

2. Click on the File menu and select **Export > Plant Picture Catalogue (PDF)** to open the Export Plant Catalogue wizard.

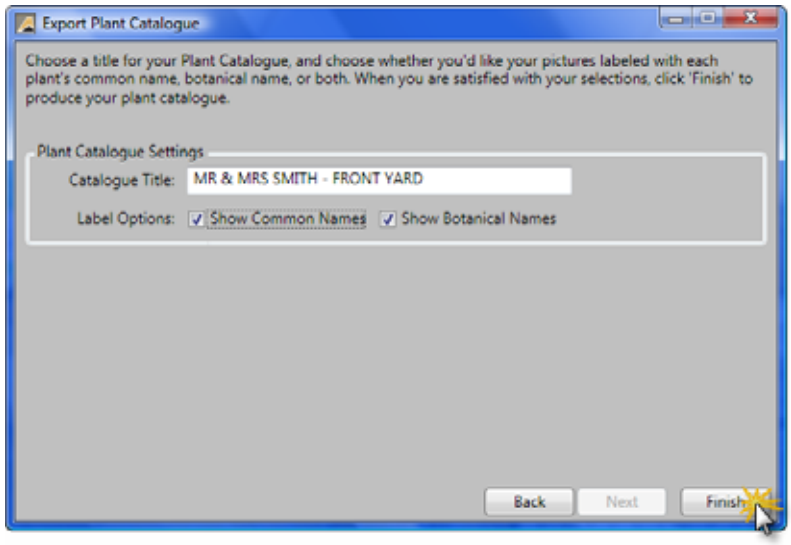


3. The plants that were labeled on the drawing will show up on the right side of the panel that appears. You can click on a name in the list to see a

thumbnail picture of the plant (if it has been matched to the online plant database or has a custom image assigned to it).

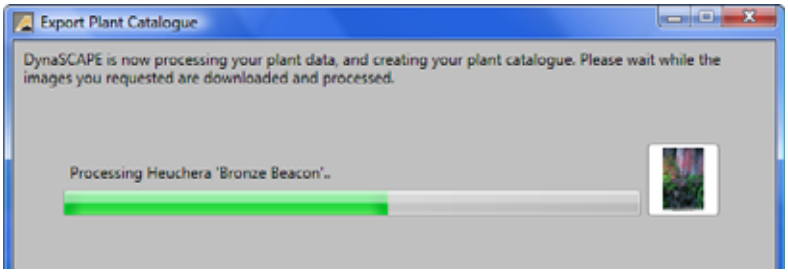

Export Plant Catalogue
The plants which will be included in your catalogue are listed below. If you wish to exclude any plant, uncheck it in the list. If you wish to specify your own custom picture for a plant, you can do so by selecting it in the list, and then using the browse button to select a custom picture. When you are satisfied with your selections, click 'Next' to continue.
Plants
RED MAPLE
LEMON LIGHTS AZALEA
GREEN MOUNTAIN BOXWOOD
WINTER GEM BOXWOOD
FOREST PANSY REDBUD
PENDULA NOOTKA CYPRESS
SWEET WOODRUFF
CATHERINE WOODBURY DAYLILY
BRONZE BEACON CORAL BELLS
GOLD STANDARD HOSTA
PINK DIAMOND HYDRANGEA
CALGARY CARPET SAVIN
BLUE STAR JUNIPER
Selected Plant
GOLD STANDARD HOSTA
Hosta 'Gold Standard'
Custom Picture...
Back
Next
Finish

4. Press **Next** to open the settings panel where you can change the catalogue title (the file name appears automatically) and choose which names you wish to appear with the picture, Common or Botanical. Click **Finish**.

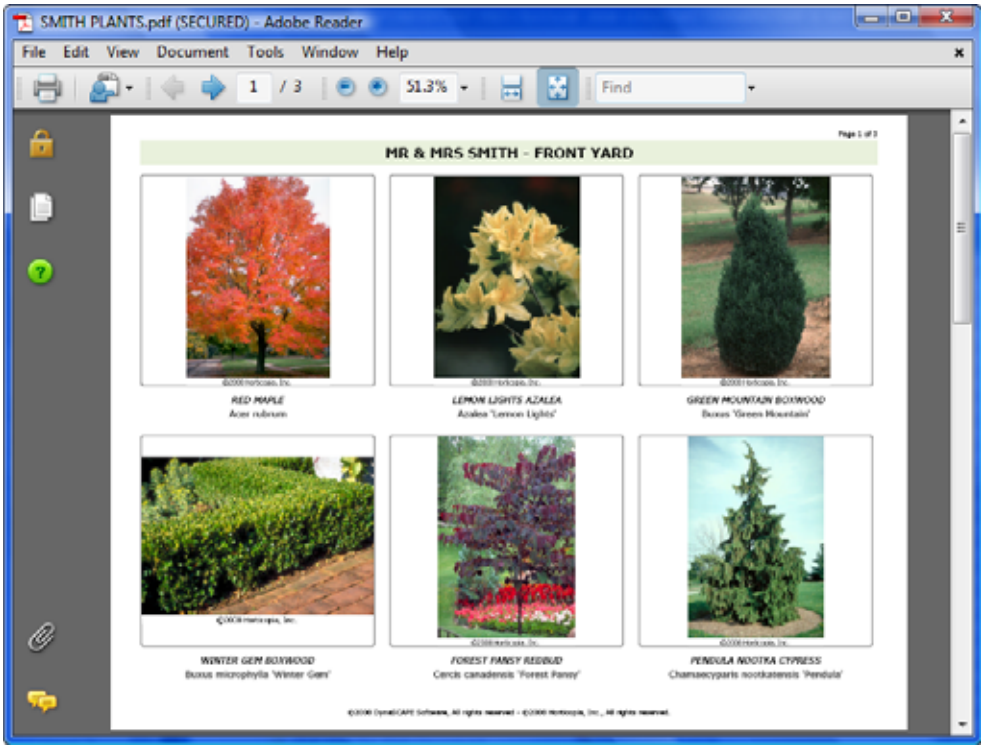

Export Plant Catalogue
Choose a title for your Plant Catalogue, and choose whether you'd like your pictures labeled with each plant's common name, botanical name, or both. When you are satisfied with your selections, click 'Finish' to produce your plant catalogue.
Plant Catalogue Settings
Catalogue Title:
MR & MRS SMITH - FRONT YARD
Label Options:
Show Common Names
Show Botanical Names
Back
Next
Finish

5. You will be first prompt to give a name and a location where you wish to save the catalogue to on your computer. It is recommended to choose the same location where the drawing is stored. Click **Save**. Design will

download and process all the information needed from the Online Plant Database, which make take a few minutes.


Export Plant Catalogue
DynaSCAPE is now processing your plant data, and creating your plant catalogue. Please wait while the images you requested are downloaded and processed.
Processing Heuchera 'Bronze Beacon'...

6. Once processing is complete your Plant Picture Catalogue will open as a PDF for you to view or print out. You can close the PDF and reopen it from the location it was saved to during the process of creating it.


SMITH PLANTS.pdf (SECURED) - Adobe Reader
File Edit View Document Tools Window Help
MR & MRS SMITH - FRONT YARD
RED MAPLE
LEMON LIGHTS AZALEA
GREEN MOUNTAIN BOXWOOD
WINTER GEM BOXWOOD
FOREST PANSY REDBUD
PENDULA NOOTKA CYPRESS

Note: If you do not have a PDF reader you can download and install Adobe Reader for free from the Adobe website: www.adobe.com

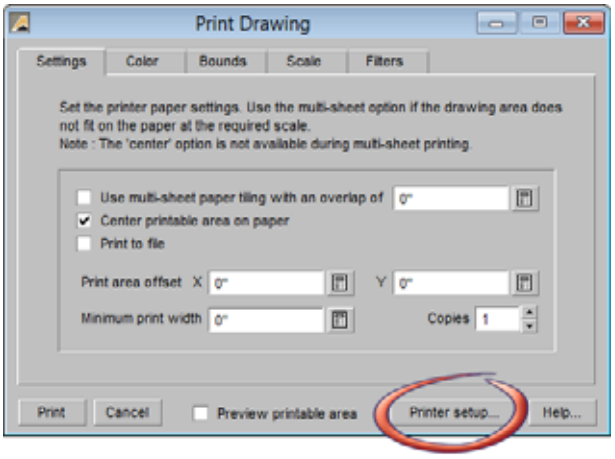
Printing the Drawing

The final process left to complete in the tutorial process is the printing of the drawing.

1. Return to DynaSCAPE and click on the **Zoom Drawing Limits to Best Fit** button, this will show the entire drawing area on the screen.

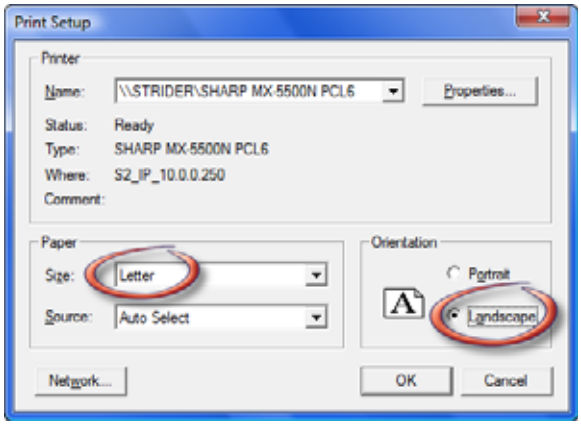
2. Click on the **Print the Active Drawing** button.

3. One of the more crucial aspects of printing is selecting the correct paper size and orientation for the drawing. In order to print the drawing to scale, your paper size and drawing orientation for your printer must match your drawing. Click on the **Printer Setup** button to open the panel to set these settings.

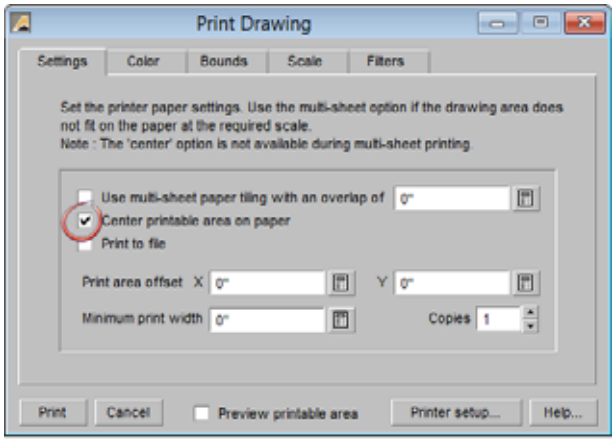


4. On the **Print Setup** panel, you must select the printer you wish to print to, as well as set the **Paper Size** from the drop down list and lastly set the

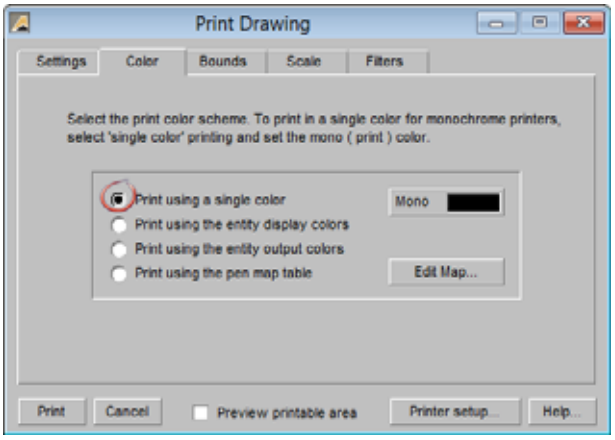
Orientation. For this drawing you will use letter size paper with a landscape orientation.



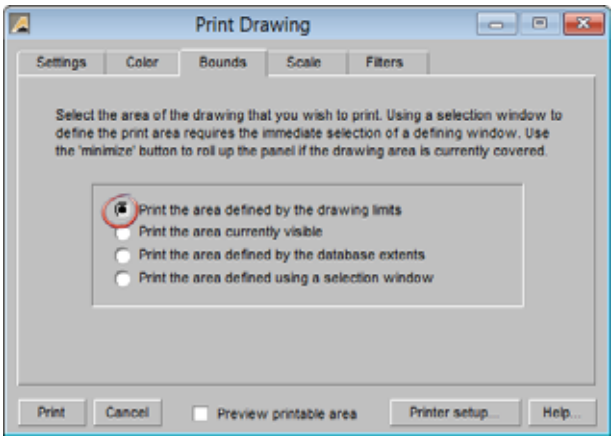
5. On the **Settings** tab, check the **Center Printable Area on Paper** toggle.



6. On the **Color** tab, select the **Print Using a Single Color** option - this will print the drawing in black and white.

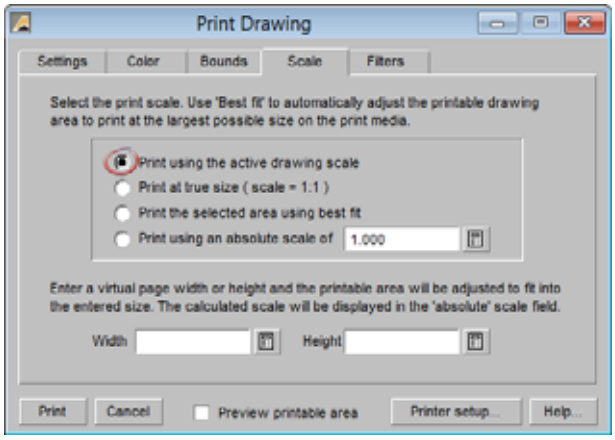


7. On the **Bounds** tab, select the **Print the Area Defined By the Drawing Limits** option - this will print everything inside the blue dashed line (i.e. everything on the screen)

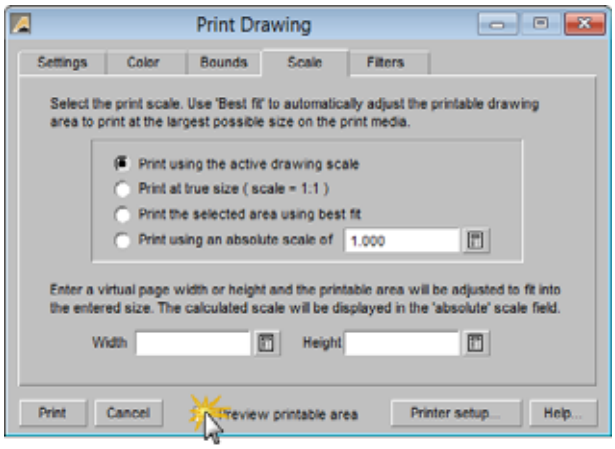

Print Drawing
Settings
Color
Bounds
Scale
Filters
Select the area of the drawing that you wish to print. Using a selection window to define the print area requires the immediate selection of a defining window. Use the 'minimize' button to roll up the panel if the drawing area is currently covered.
Print the area defined by the drawing limits
Print the area currently visible
Print the area defined by the database extents
Print the area defined using a selection window
Print
Cancel
Preview printable area
Printer setup...
Help...

8. On the **Scale** tab, be sure to select the **Print Using the Active Drawing Scale** option - this will print your drawing true to the scale set when the prototype drawing was selected. One of the most common errors is the

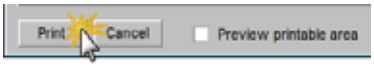
scale is left at true size, resulting in a blank sheet, or a single line, being printed.


Print Drawing
Settings
Color
Bounds
Scale
Filters
Select the print scale. Use 'Best fit' to automatically adjust the printable drawing area to print at the largest possible size on the print media.
Print using the active drawing scale
Print at true size (scale = 1:1)
Print the selected area using best fit
Print using an absolute scale of
1.000
Enter a virtual page width or height and the printable area will be adjusted to fit into the entered size. The calculated scale will be displayed in the 'absolute' scale field.
Width
Height
Print
Cancel
Preview printable area
Printer setup...
Help...

9. The filters tab is rarely used and can be skipped in most occasions. Lastly check the **Preview Printable Area** toggle at the bottom. Ensure that everything is within the red guidelines that appear on the drawing - if they do not, press [esc] and move the items on the drawing accordingly.


Print Drawing
Settings
Color
Bounds
Scale
Filters
Select the print scale. Use 'Best fit' to automatically adjust the printable drawing area to print at the largest possible size on the print media.
Print using the active drawing scale
Print at true size (scale = 1:1)
Print the selected area using best fit
Print using an absolute scale of
1.000
Enter a virtual page width or height and the printable area will be adjusted to fit into the entered size. The calculated scale will be displayed in the 'absolute' scale field.
Width
Height
Print
Cancel
Preview printable area
Printer setup...
Help...

10. When everything on the drawing appears in the preview, click the **Print** button. Your drawing will be printed to scale on standard letter size paper.



Check out your printed masterpiece! Congratulations!

For more detailed information about printing options and how to save as a JPEG or PDF, read the section called '*Printing and Saving as an Image File*'.

17

Importing & Exporting AutoCAD® Drawings

Topics covered in this chapter:

- ✓ Importing AutoCAD® Files into DynaSCAPE
- ✓ Editing the Imported Information
- ✓ Exporting DynaSCAPE Drawings to AutoCAD® Format
- ✓ Importing NuPoints® Site Capture Pro data

Importing an AutoCAD® Drawing into DynaSCAPE

DynaSCAPE Design's AutoCAD® import allows you to bring a .DWG or .DXF file into Design to use as a base plan or drawing. AutoCAD®'s geometry is converted to DynaSCAPE geometry and can be deleted or edited using DynaSCAPE's drawing or editing tools. This can be helpful for anyone creating a design that already has been partially drawn in AutoCAD® by an engineer or architect; i.e. Site plan, grading plan or house plan.

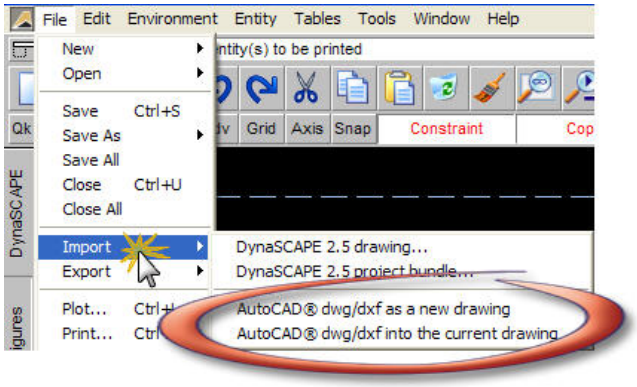
In order to achieve the best results it is recommended to follow all of these steps:

1. Import the AutoCAD® file into DynaSCAPE
2. Rescale the geometry (if needed)
3. Remove all unneeded geometry
4. Continue drawing

Step 1: Importing an AutoCAD® Drawing

To import an AutoCAD® drawing into DynaSCAPE Design follow these steps:

1. In DynaSCAPE Design, starting with a new blank prototype, click on the File menu and select one of the two available options:



Import an AutoCAD® DWG/DXF as a new drawing - this option is recommended; it will import into a new DynaSCAPE prototype (it will open a new copy of the same prototype that you last opened)

Import an AutoCAD® DWG/DXF into the current drawing - this option will import into the currently open DynaSCAPE drawing. Use this option if you wish to first choose the prototype the geometry imports into. It is not recommended to use this option to import into a drawing that already has existing geometry.

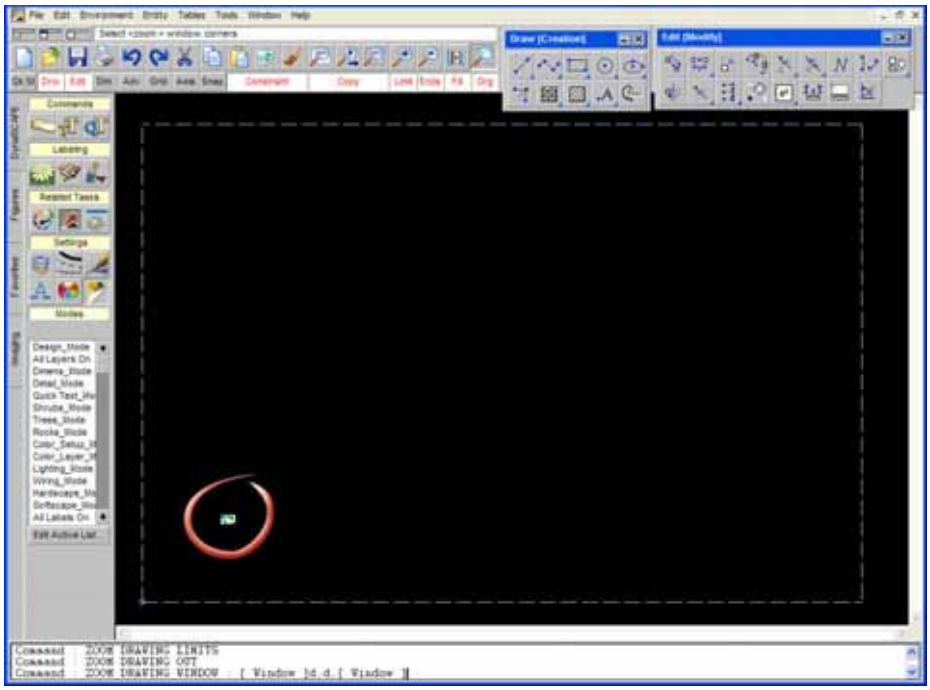
2. Select the .DWG or .DXF file you wish to import. DynaSCAPE can import AutoCAD® .DWG or .DXF files saved to AutoCAD® versions 12 up to 24 (up to AutoCAD® 2012). Click **Open.**

Important...

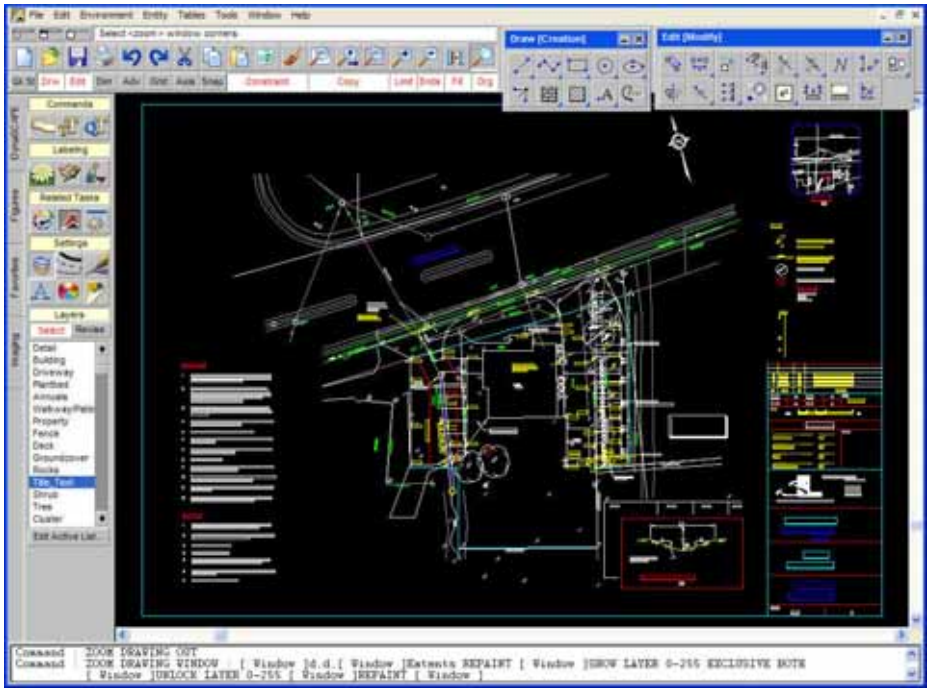
DynaSCAPE can only import AutoCAD® geometry that is on the Model Space page of the actual .DWG or .DXF file being imported. DynaSCAPE cannot import external references (Xref's) either.

3. The import process is usually quick. In some cases you may not see the imported geometry. DynaSCAPE will import only geometry drawn in AutoCAD's Model Space view and because AutoCAD® does not use drawing limits, the geometry may be outside the DynaSCAPE drawing limits and out of your current view. It also may be spread out over a large area of the drawing page. DynaSCAPE will attempt to view all the

geometry by viewing the ‘database extents’. The next set up steps explains how to view and find all the imported geometry and layers.



4. Zoom in on the part of the drawing that looks like what you need.



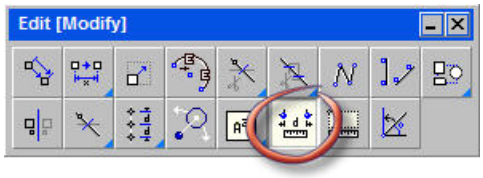
Step 2: Resizing the Imported Drawing

Not all imported AutoCAD® drawings will be correctly scaled, depending on the format of the original drawing. Most often it will be much smaller than the active drawing scale. To check the scale of the drawing and resize it if needed, for these steps:

1. Zoom in to a line on the imported drawing for which you know the length (i.e. a property line or dimension).

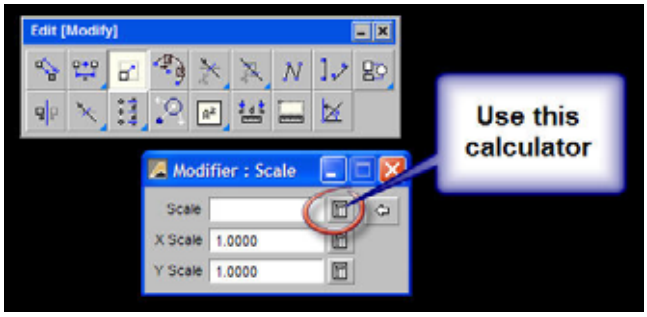
2. Turn the Copy toggle off.

3. Using the measuring tool called **Measure the distance between 2 locations**, measure the line for which you know the length.



If the length of the line is correct, skip to 'Step 3: Editing the Imported Drawing'. If it is not, follow the next set of steps:

4. To rescale the imported drawing click on the tool in the **Edit** toolbox called **Resize objects by scale ratio** to open the modifier. In both the **X Scale** and **Y Scale** boxes type in the scale needed to resize the geometry. The math used to come up with this scale factor is quite simple:



If the line measured is not what it should be, divide the known length (what it should be) by the length of the line you just measured (what it is currently). This number will become your scale factor.

Tip...

There are calculators ('Expression Evaluators') beside all number entry boxes that you can use to determine things like scale calculations. In the case of the Resize Objects by Scale Ratio tool click on the calculator icon beside the scale entry box to open the calculator. Using the number pad shown or your keyboard, divide the known length (what it should be) by the length of the line you measured. When you have the answer, click on the Enter button and this number will be automatically entered into 'X' and 'Y Scale' boxes of the modifier panel.

5. After the scale factor has been entered, select the entire drawing. Use [CTRL + A] on your keyboard or **Edit > Select All** and then right-click. Zoom out so you can see an image of the resized geometry moving on your screen as you move your mouse (it will move in the opposite direction of your mouse). Make sure the Copy toggle is turned off. Click where you wish to place the resized geometry.

6. Once the geometry has been resized, check the length of the known line to make sure you have resized the drawing correctly.

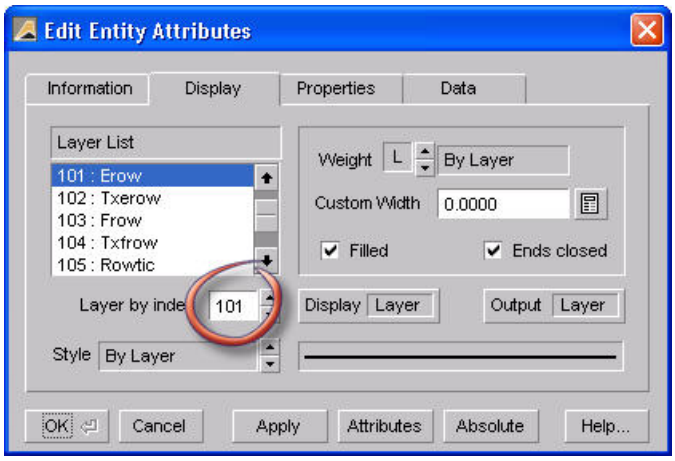
Now the drawing is ready for editing.

Step 3: Editing the Imported Drawing

Once the imported drawing has been rescaled to the active drawing scale you can now begin to remove any unneeded geometry. There are a number of ways you can do this to make it as quick and easy as possible. The best way would be to isolate lines by having only one layer visible on the screen at a time. This makes it easier to revise the layer of multiple lines at one time or erase multiple line at one time. To isolate lines on their specific layers, follow these steps.

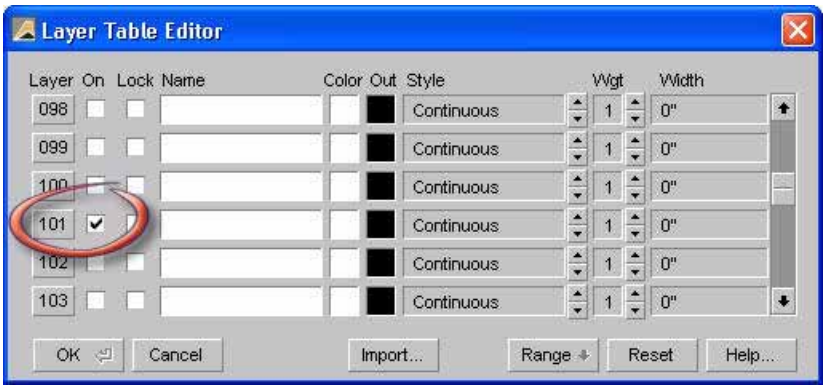
1. Start with lines you do not need and wish to erase. Press and hold your [Ctrl] key on your keyboard while clicking on a line. An entity attributes

panel will open revealing all the attributes of the line selected. Make a note of the layer number. Close the panel.



2. Go to your Modes list in the DynaSCAPE sidebar folder and click on **Temp_Layer_Mode.** This will turn off all the layers on your screen except for the Temp layer. If there is any geometry on the Temp layer, revise it first.

3. Next, at the bottom of your layer list, click on the **Edit Active List** button to open the **Layer Table Editor**. Scroll down and turn on the layer you wish to isolate and then click **OK.** Now you should see only geometry that is on that layer.



4. Now you select everything on the screen that is on that layer and revise it to another layer or erase it. Select the layer you wish to revise to (or the erase too) and then [Ctrl] + [A] on your keyboard. Right-click to make the changes complete. You can also select individual lines or use a selection window.

5. Follow the same steps to isolate all the items you wish to revise or erase. If you are erasing a number lines on different layers, try isolating a few layers at one time to speed up the process.

Troubleshooting AutoCAD® Importing

The File Won't Import

There may be scenarios where you will receive an error while importing and DynaSCAPE may shut down as a result. DynaSCAPE may have difficulty importing if the AutoCAD® file:

- Has external references – ask the sender to remove them
- Contains too many solid fills – ask the sender to remove the solid fills
- Contains large rasters – ask the sender to remove the rasters
- Is corrupted – ask the sender to run an audit on the drawing to fix it
- Is not a legitimate AutoCAD® drawing file
- Is too old or too new (older than R14 and newer than version 2012)
- Is a 3-dimensional drawing

If your drawing will not import, contact the person who sent it to you and ask them to save it as a different version. You should also ask about the issues listed above.

Some Geometry Did Not Import

If the imported AutoCAD® drawing appears to be missing some geometry it may be for the following reasons:

- There are more than 255 layers in the AutoCAD® drawing – additional layers will all appear on the Temp (v5) layer
- There are some types of geometry that DynaSCAPE cannot handle. ie. Blocks, Proxy Graphics, etc.
- The geometry is not on the Model-space page of the drawing. DynaSCAPE cannot import geometry from any other pages (Work or Paper-space)
- The geometry may be on an external reference drawing and cannot be imported
- The layer may be turned off and just not currently visible. Go to the Layer Table Editor and turn it on (see Step 3: Editing the Imported Drawing).
- The geometry may be the same as your page color. Try changing your page color.

Some Geometry Cannot be Selected

There may be an instance where some lines or objects cannot be selected. This is usually the case if the object is on a layer that is locked (or frozen). Go to the Layer Table editor and unlock that layer.

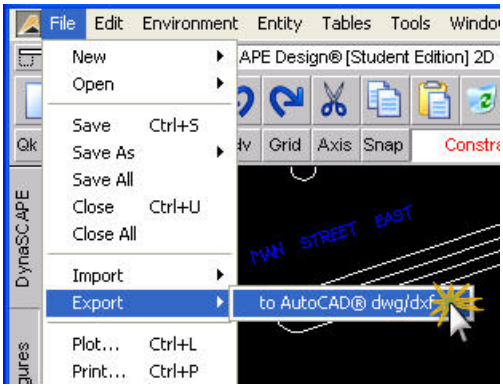
Exporting Drawings to AutoCAD® Format

DynaSCAPE drawings can be converted to AutoCAD® .DWG drawings so they can be opened by anyone who has the AutoCAD® program i.e. Architect or engineer. The export process will convert all the geometry, figures and text to the AutoCAD® format. The resultant .DWG file will also contain all the DynaSCAPE layers and layer settings.

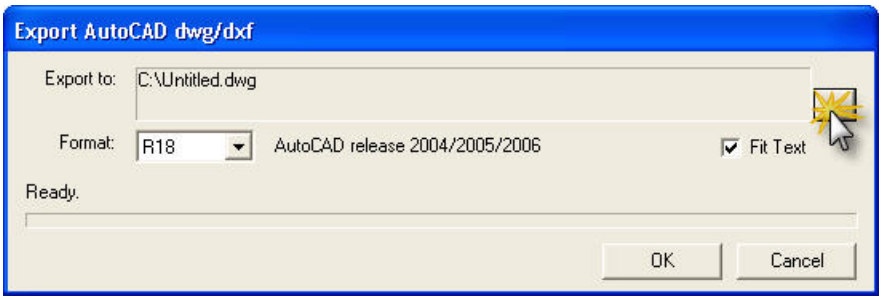
To export to AutoCAD® format follow these steps:

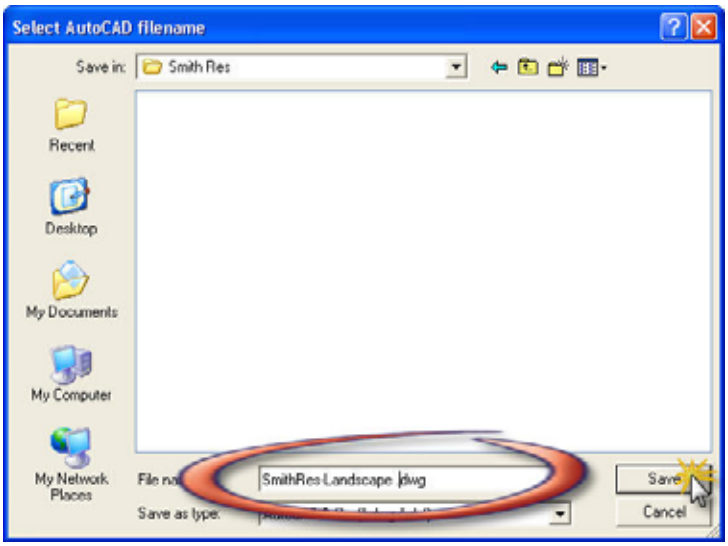
1. Always save your DynaSCAPE drawing first

2. Click on the **File** menu and select **Export** > **AutoCAD® dwg**



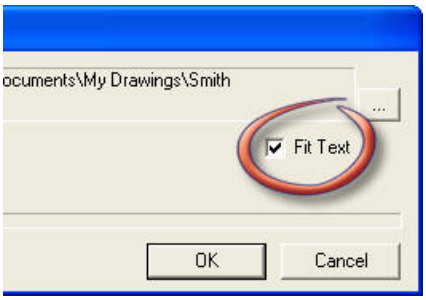
3. In the Export to AutoCAD® panel that appears, first select the button with the ellipse... symbol to choose a name and location where you wish to save the converted drawing file.





4. Next choose the format (version) of AutoCAD® you wish to save. Choose a version that is compatible with the intended recipients AutoCAD® version.

5. Next select the Fit Text option. This will force text to remain the same size and spacing when opened in AutoCAD®. The default setting keeps this selected on.



6. The last step is to click OK. The progress bar on the panel will show the progress of the conversion. Most drawings will take only a few seconds.

To find the converted drawing to attach to an E-mail or burn to a CD, navigate to the location on your computer that you chose to save it and look for the file name you chose. If file extensions are turned on the name will be followed by the '.DWG' file extension.

Importing NuPoints® Site Capture Pro data

This is a new feature added with version 4.3. It allows you to import geometry from NuPoints® Site Capture Pro software. This software is installed on a hand held electronic organizer (PDA) that enables you to accurately draw site measurements out in the field.

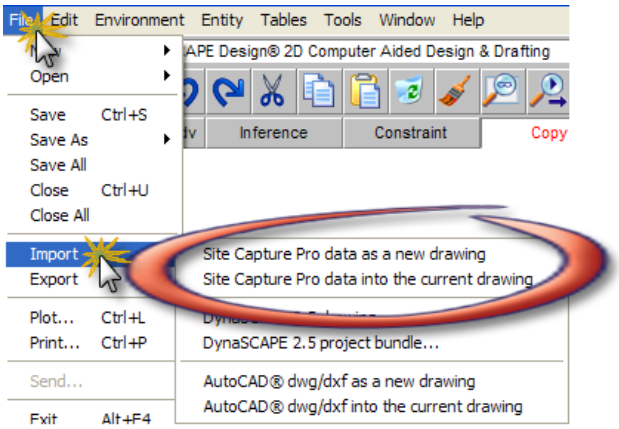
The import process is very simple:

1. Synchronize your PDA with your desktop computer so you can access the .scp file for the import.

Note: The easiest way to get your Site Capture Pro drawings (.scp files) from your PDA to your desktop computer is to set up file synchronization. When you install the ActiveSync software that connects your PDA and desktop computer, choose the option to Synchronize Files.

If you have already installed ActiveSync but did not choose synchronization, open NuPoints® Site Capture Pro on your desktop (through your Start button), go to the **Help** menu and choose **Contents**. Then choose **Troubleshooting** > **Adding File Synchronization** and follow the instructions there.

2. In DynaSCAPE click on the **File** menu and select **Import** and choose one of the following options:

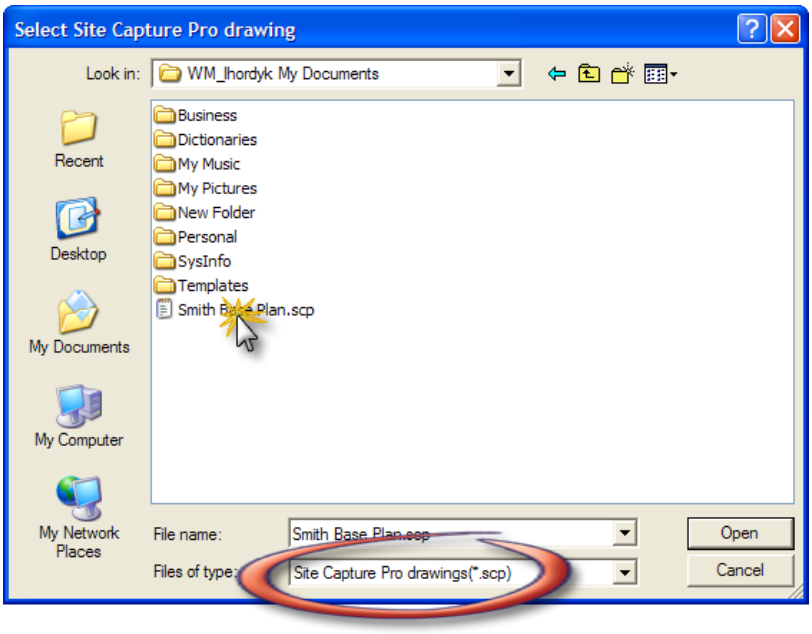


Import > Site Capture Pro data as a new drawing - this option will import the geometry into a new DynaSCAPE prototype. It will open a prototype that is the same as the last prototype opened.

Import > Site Capture Pro data into the existing drawing - this option will import the geometry into the current DynaSCAPE drawing that is open. It is recommended that when you use this option that you open a new prototype that is the sheet size and scale you wish to use for this project.

3. You will be prompted to choose the file you wish to import. Browse to the folder used for synchronizing files, found under the My Documents folder and usually named according to the PDA name (example: WM_username My Documents). All of your synchronized SiteCapture Pro drawings will be listed there.

Locate the SiteCapture Pro drawing (.scp) on your desktop computer and click **Open**.



4. The geometry will import quickly and appear on the DynaSCAPE screen. Site Capture Pro software uses a layer system that will convert to DynaSCAPE layers:

TABLE 1. Layer Mapping

Site Capute Pro Layers	DynaSCAPE Layers
Building	Building
PropLine	Property
Pavement	Drive/Road
Ret. Wall	Ret_Wall_Face
Fences	Fence_A
Pool/Deck	Walk/Patio
Plants	Plantbed

5. You are now ready to begin your design project. It is recommended to redraw the building outline with the new Building Outline tool.

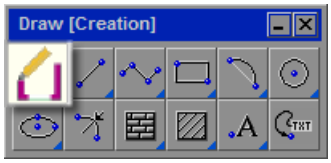
Redrawing the Building Outline

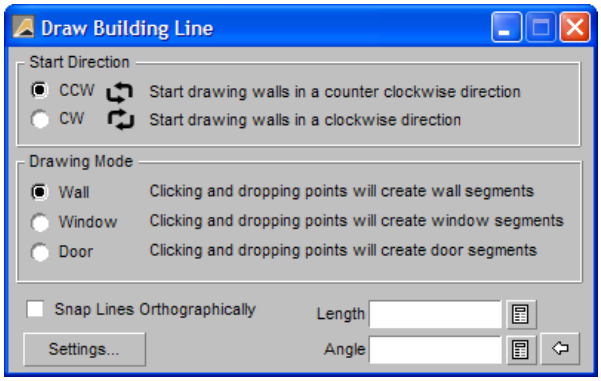
Since the imported building outline is only a single layer, it is recommended that you redraw the building outline. The default setting for the Building layer in most prototypes in DynaSCAPE is six-inches (6”). The problem with heavy CAD lines is that the actual length is measured from the centre of the line, not the outside edge. This can become an issue in a number of instances. For a detailed explanation about the proper way to draw building outlines with DynaSCAPE see the section called **Basic Drawing Tools**.

The easiest way to redraw the building outline is to trace it using the new **Building Outline** tool. Follow these steps:

1. Revise the building outline to the **Temp** layer.

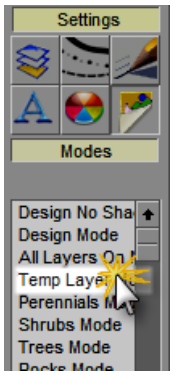
2. Click on the **Building Outline tool** and choose your **Start Direction**.





3. Using inference, trace the building outline. You can use the window and door modes now if applicable.

4. Once the building has been traced, click on **Temp_Mode** to isolate the Temp layer and erase the original building line.



For more detailed instructions on how to use the Building Outline tool see the section called *'Basic Drawing Tools'*.

18

Customizing and Other Advanced Topics

Topics covered in this chapter:

- ✓ Creating custom prototypes
- ✓ Creating custom titleblocks
- ✓ Customizing Toolboxes
- ✓ Copying into a New DynaSCAPE Prototype

Creating Custom Prototypes (templates)

When you begin a DynaSCAPE drawing you select a prototype drawing in which to start from. Each prototype drawing in DynaSCAPE comes “pre-loaded” with many settings already in place. For example when you start a new drawing using the DynaSCAPE prototype the layers are predefined for color, weight and style. The font style and size are predetermined. Arrows, leader line and other dimension settings are preset. In short – all the basic drafting principles have already been set out for you.

However, you may wish to customize your drawing sheet (prototype). Perhaps you don’t like the font we have set or want to add more layers you are using on a continual basis. You may also want to include your company logo or any disclaimers that you put on each and every drawing, saving you time in setting this information up each time you start a new drawing. Another common reason for creating a prototype is to add a certain sheet size and/or scale that we may not have included.

Below is a list of instructions that will walk you through the steps required for creating a new prototype. Remember that, you will need to make the changes to the various settings in DynaSCAPE to make your prototype work. Also remember anything you see on your drawing screen will be included in your prototype so be careful not to leave any stray entities behind.

1. Open the Prototype of the drawing (which closely resembles) you wish to change – for example, in this case you want to use the 24x36 size paper at 1”=25’-0”

2. To go about making any changes you want to the prototype it self. This may include:

Scale: Go to **Environment > Drawing Page...** and set the Sheet Size, Scale and Units you wish to use

Text Size: You need to test which is the appropriate text size for the scale of this prototype before you save it. You need to set it in two places: go to **Entity > Text...** (this is the global setting for all text with no leader) and then **Entity > Dimension... >Text...** (this is for text attached to a leader or a dimension)

Layers: You may wish to include a new layer or revise the properties of existing layers. Go to **Table > Layers...** and make your changes to the layer list

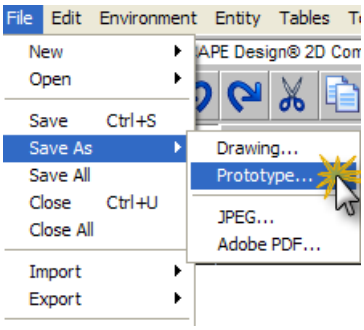
Line Styles: You may wish to modify existing line styles or add new ones. Go to **Tables > Styles...** and make your changes

Line Weights: You may wish to modify existing line weights or add new ones. Go to **Tables** > **Weights...** and make your changes

Titleblocks or Logos: You may wish to have a titleblock or logo appear with the new prototype. Titleblocks must be a figure from the Figures tab in order to be able to use the Titleblock Editor. Once in the saved prototype, none of the geometry in this objects can be edited.

3. Before saving the new prototype, make sure the drawing page is clean (no unneeded geometry). Make sure the drawing limits are set to the maximum view (Zoom drawing to best fit). Turn on the layers you wish to be visible each time you open the new prototype.

4. It is now time to save the new prototype. Go to **File** > **Save As** > **Prototype**.

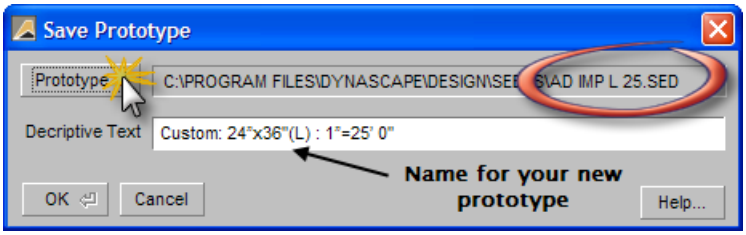


5. This will open up a panel. Click on the **Prototype** button. If you have not already been pointed to the Seeds folder you will need to navigate here – prototypes must be saved here: **C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\Seeds**. Here you will see the "code names" of all the various prototypes. At this point it does not matter what you name the file. However for reference sake, our naming system is:

AC IMP L 8.SED means Architectural C-size Paper (18x24). IMP means it is imperial as apposed to metric, L means landscape orientation and 8 refers to the scale of 1/8"=1'-0" .SED is the file extension which is automatically added.

6. After typing the name of your new prototype click **OK**.

7. Next, type in your **Descriptive Text** name to identify it in the Prototype list in DynaSCAPE. Make sure it is recognizable because this is the name you

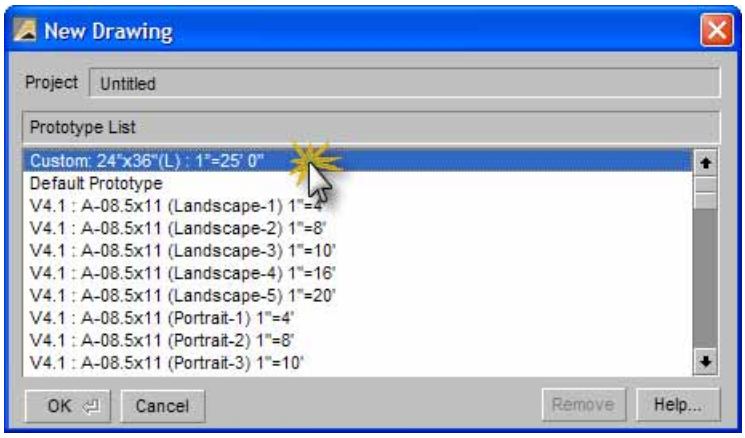


will see. For example:

Custom: 24”x36"(L) : 1”=25’ 0" means this is a Custom drawing on 24”x 36” paper at a 1” = 25’ 0” scale.

Click **Ok**.

8. Now that you have created your new prototype it will be part of the list of prototypes available to you when you start a new drawing. Note that the list of prototypes available is sorted alphabetically.



Creating Custom Titleblocks

Creating custom titleblocks in DynaSCAPE is not difficult. Here are a few pointers to help make the process as smooth as possible:

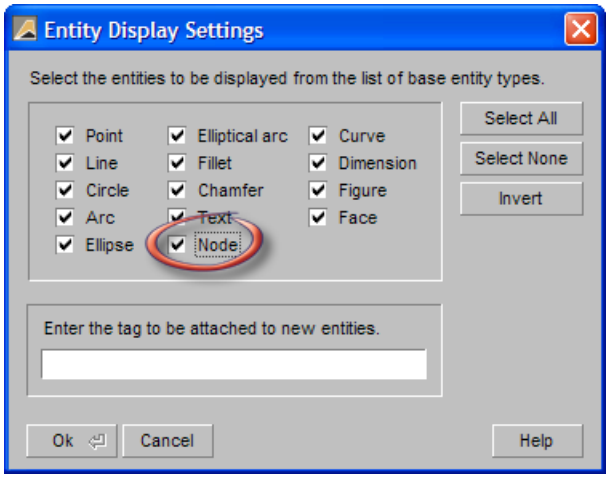
- Make sure you that when you are creating a titleblock that you are creating it to be proportional to the page size and scale you are drawing it on. Titleblock should never be stretched or skewed once they are inserted.
- You will have to create a new titleblock for each prototype you use.

Setting Up a Custom Titleblock

Follow these steps to create a custom titleblock:

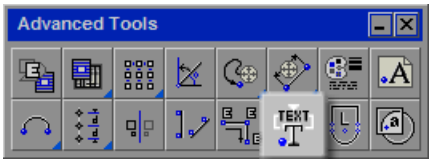
1. Use the drawing tools in DynaSCAPE to create your title block. Add borders and any logos you wish to see as part of it. Insert any "fixed" text, or text that will appear in all title blocks. To add "fixed" text, use the Insert Text at a Location tool. Note: If you are inserting any Hatch or Section Patterns as part of any graphics or logos, be sure to explode these patterns before saving this new titleblocks as a figure.

2. Titleblocks use text nodes but by default these are turned off. Go to the **Entity** menu, select **Display** and check the box next to **Node.** It is the nodes (small triangles) that actually hold the location of text as well as the attributes associated with it.

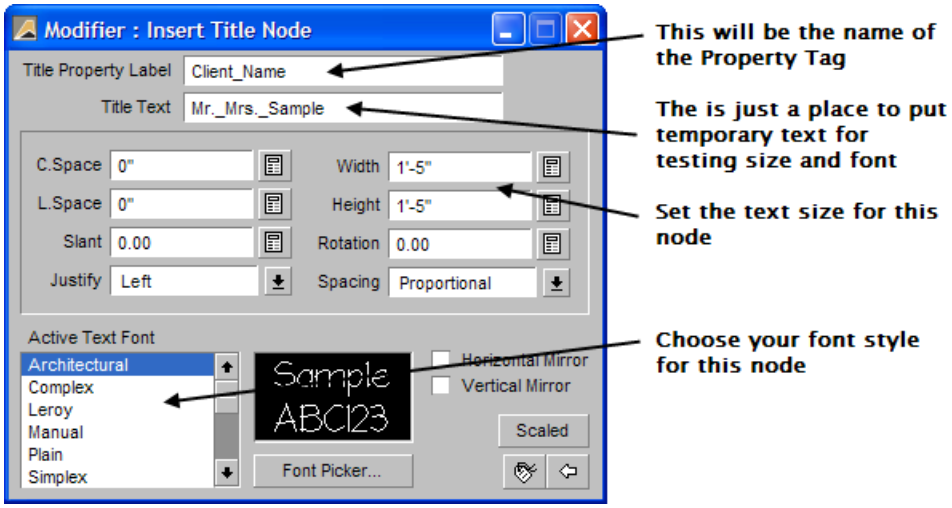


3. This next step is the most important. We now need to set the title block up so we can use the automated fill-in features of the Titleblock Editor. First,

click on the **Insert a Title Text Node** button - it is located in the Advanced toolbox. It will open the Insert Title Node panel.



4. In the Title Property Label field, type the name of the property tag for this node. This is the name of the tag that will appear in the Title Block Editor. For example: you may have a field for the clients name use Client_Name. Note: You cannot use spaces [Spacebar] to separate words when entering text in these fields – we suggest that you use the dash {-} or underscore {_} to separate words. The "Title Text" field is more of a test field so you can see what your title block looks like finished - if you fill this field in, you will have to delete it before you save this titleblock as a figure.

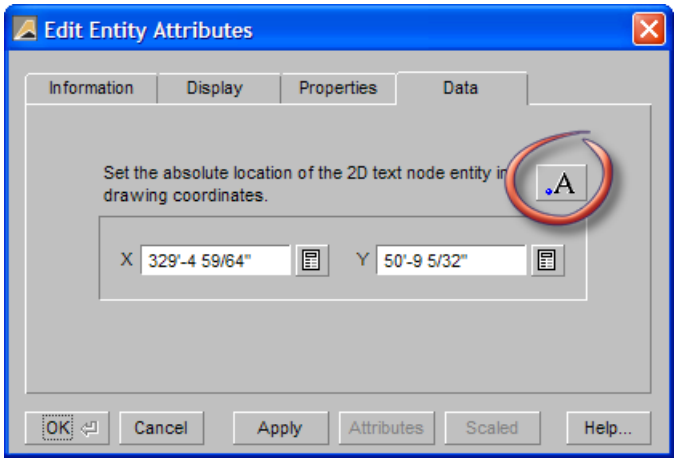


5. After you have filled in the required text fields check the sizes and the style of font you have selected.

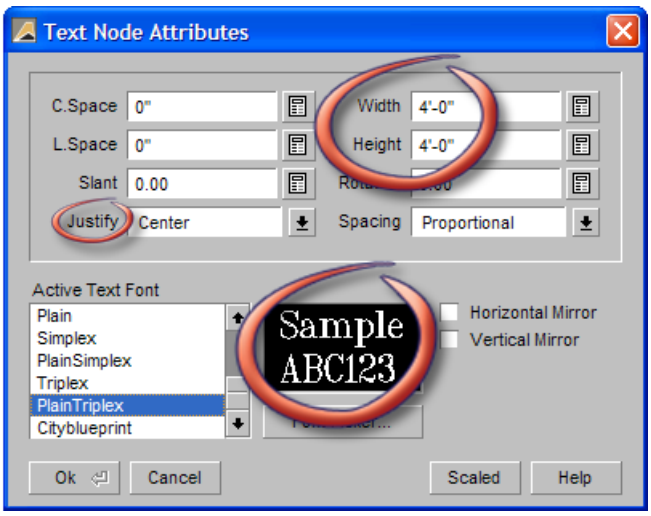
6. To insert the node, click on the screen where you want it to appear in the title block. Once placed on the drawing they can be moved around using the Move/Copy tool.

7. Repeat these steps for the various fields of data to be automated in your title block. If you need to adjust the location of the nodes and sample text use the **Move** tool in the **Edit Toolbox**. Be sure to move both the node and the sample text together when moving. Here you can adjust the style, size and justification of your text by holding [Ctrl] and clicking on the node (not

the text). This will open the **Edit Entity Attributes** panel. Click on the Data tab and select the button with the 'A'. Make any adjustments to the style



and size then click **Ok** on this panel and **Ok** on the next. You will notice that the sample text has changed.

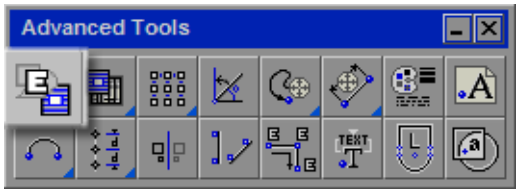


8. Once you have made all the necessary changes and are happy with the look of your titleblock you must erase all the temporary text that was used but be sure to leave the text nodes (the small triangles).

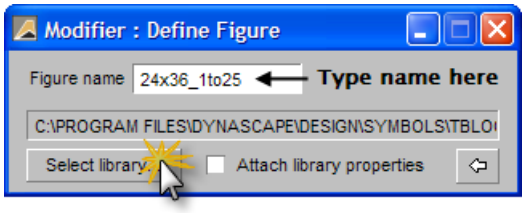
Saving a Custom Titleblock

Before saving though, be sure that your "nodes" are still visible, otherwise they will not be included in the figure.

1. In the **Advanced** tool box and click on the **Create a new Library Figure** tool.



2. First choose your library you wish to save it to by clicking on the Select library... button and picking a library from the list. (If you wish to create a



new library, see the section called *Working With Library Figures*)

3. Next, name your title block (remember - no spaces) and press [Enter]

4. Select the title block geometry and all the nodes and then right-click.

5. Next, choose the insertion point (perhaps lower right hand corner) and then right click when you are finished.

6. When you are done, try testing your title block by inserting it as a figure then use the Title Block Editor to fill in the fields.

Important Notes About Creating Titleblocks

- Make sure you do not use any punctuation or special characters in your figure name or any spaces (i.e.: do not use **1/8" TB** : use instead **1/8in_TB**)
- You must turn the nodes ON when building a titleblock. They must also be ON when saving the titleblock into the figures library otherwise they will not be included
- Never have more than one titleblock on a drawing at the same time
- You can include your titleblocks when creating a Prototype (see the beginning of this chapter on Creating Custom Prototypes)

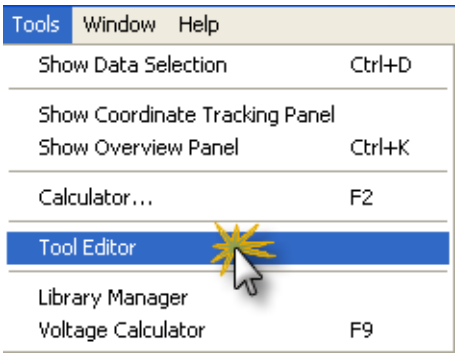
Customizing Toolboxes

Toolboxes can be customized to include any of the tools in DynaSCAPE Design. You can also create brand new toolboxes if you wish.

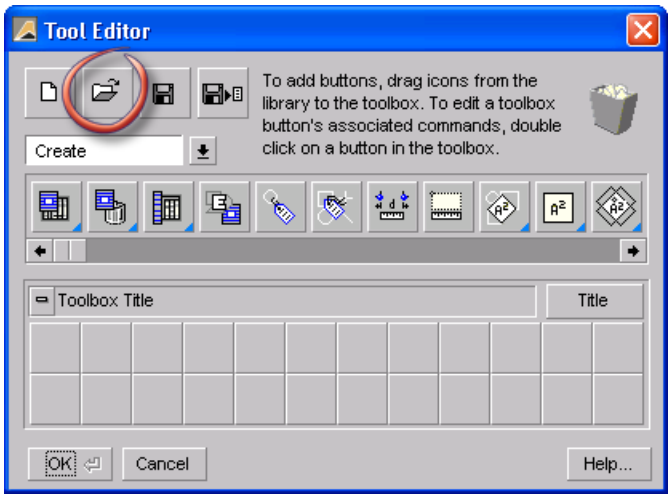
Editing Existing Toolboxes

To edit an existing toolbox follow these steps:

1. Click on the **Tools** menu and choose **Tool Editor**.



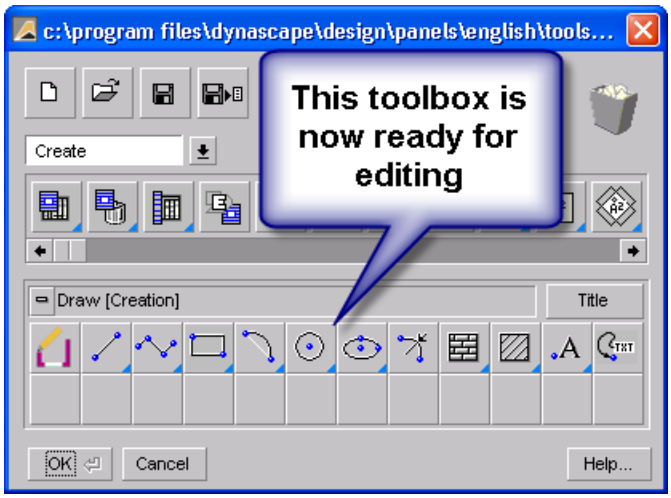
2. In the panel that appears click on the folder icon to find a toolbox to edit.


Tool Editor
To add buttons, drag icons from the library to the toolbox. To edit a toolbox button's associated commands, double click on a button in the toolbox.
Create
Toolbox Title
Title
OK
Cancel
Help...

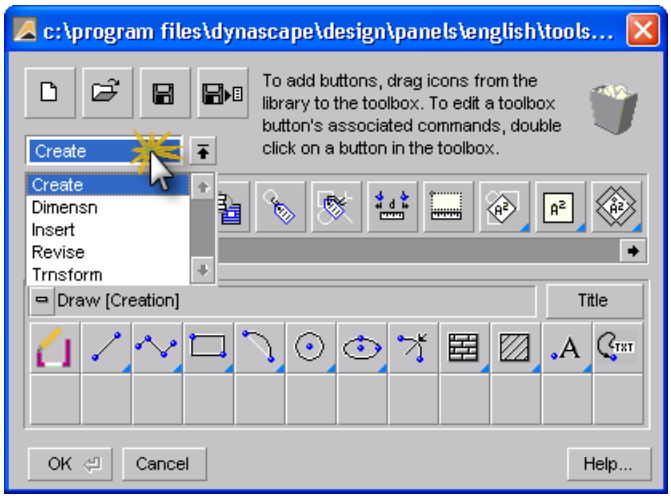
3. Navigate to the following location:

C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\panels\english\TOOLS

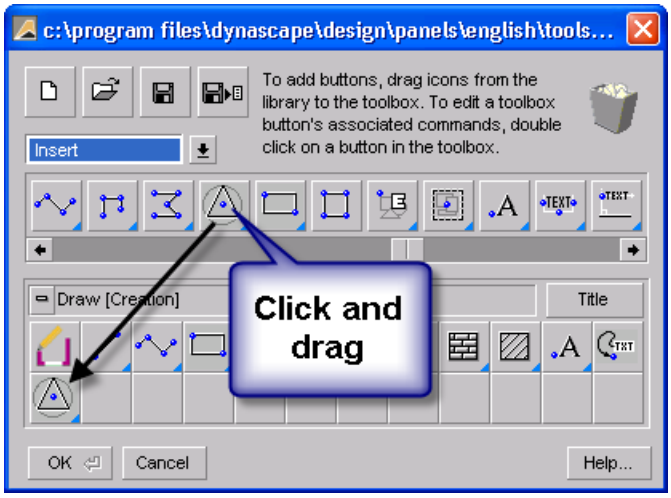
4. Choose one of the .TBX files in this folder that you wish to edit and then click **Open**. The toolbox will open in the panel.



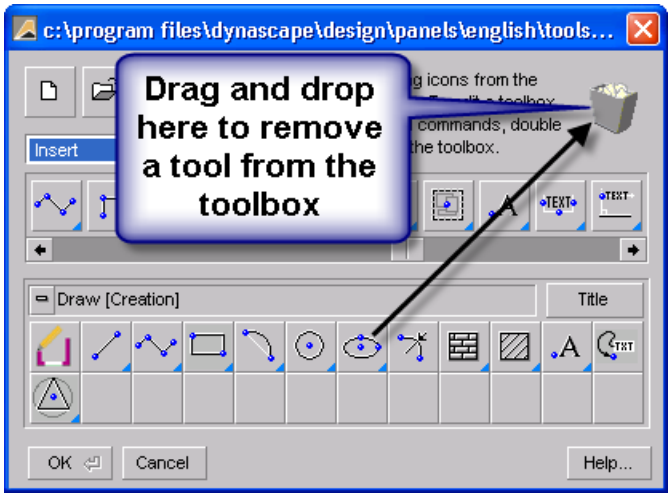
5. To add tools to this toolbox you will need to locate the desired tool in the row of tools displayed in the middle of the panel. These tools are grouped into five master toolboxes. The default is the **Create** master toolbox. To access the other master toolboxes, click on the name Create above the tools or the arrow and select another one.



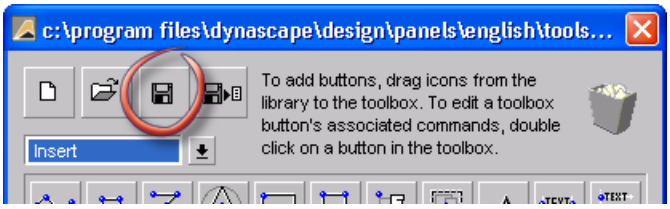
One the desired tool is found, left-click and drag the tool into an empty space on the open toolbox below.


c:\program files\dynascape\design\panels\english\tools...
To add buttons, drag icons from the library to the toolbox. To edit a toolbox button's associated commands, double click on a button in the toolbox.
Insert
Draw [Creation]
Title
Click and drag
OK
Cancel
Help...

6. You can also rearrange the tools within the toolbox by dragging them around. To remove a tool from the toolbox, drag it to the garbage can image on the top right side of the panel and drop them.



7. To finish, click on the save icon and then click OK.


c:\program files\dynascape\design\panels\english\tools...
To add buttons, drag icons from the library to the toolbox. To edit a toolbox button's associated commands, double click on a button in the toolbox.
Insert

8. To see the changes to the toolbox you must first close and then reopen the toolbox and the tools will be refreshed.

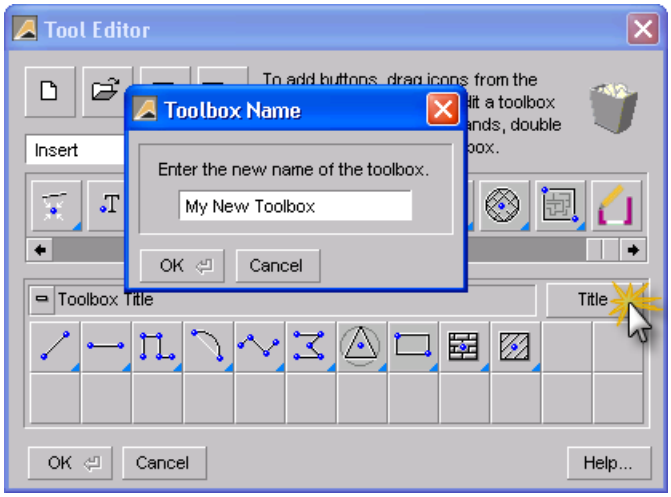
Creating a New Toolbox

To create a new toolbox follow these steps:

1. Click on the **Tools** menu and choose **Tool Editor.**

2. In the panel that opens a blank toolbox will appear on the bottom of the panel. Find and drag tools into it the same way as described in the previous steps 4, 5 and 6.

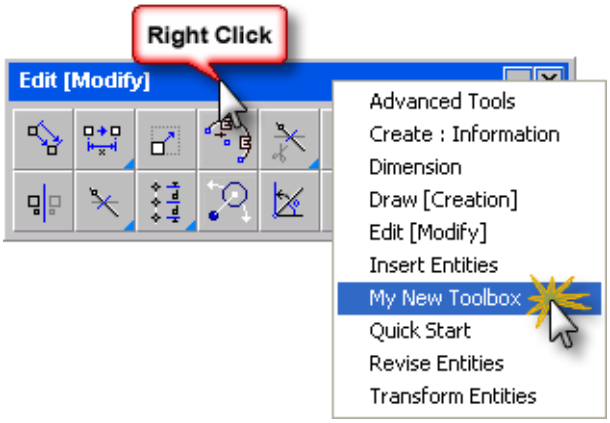
3. Give your toolbox a title by clicking on the Title button and type in your new name. This is the name you will see on your toolbox titlebar.



4. Next, save the toolbox into the following folder and give it a new name: **C:\Documents and Settings\(User Name)\My Documents\DynaSCAPEDS\panels\english\TOOLSS**

5. Click **OK** to close the editor.

6. To use your new toolbox you will need to right-click on the titlebar of an open toolbox and then pick your new toolbox from the list that appears. It will open in place of the toolbox you just right-clicked on.



Copying into a New DynaSCAPE Prototype

If you would like to copy part or your entire existing drawing into a New Prototype, you can follow the below instructions:

1. Select everything on the drawing ([CTRL + A] on your keyboard or Edit > Select All)

2. Click on the Edit menu and select Copy (or use [CTRL + C])

3. Open a new DynaSCAPE prototype with the scale and sheet size you wish to use.

4. Click on the Edit menu and select Paste (or use [CTRL + V]). As you move your mouse over the drawing page you will see the contents you copied to the clipboard attached to your crosshairs (it may be very small). Left-click on your drawing page and then right-click to place the contents into the new drawing. Press the [Esc] key on your keyboard to finish.

5. The contents copied into the new drawing may be very small. It is likely not the correct scale and the next steps will explain how to correct this. There also may be other bits of geometry scattered around the drawing, depending on how the original drawing was constructed. These bits can be deleted if not needed.

Hatch Pattern Scale Chart

Drawing Scale =	1/4"	1/8"	1/10"	1/16"	1/100	1/200
AR SHAKE	1	0.5	0.4	0.25	0.475	0.2375
AR SHAKE ANGLE LEFT	1	0.5	0.4	0.25	0.475	0.2375
AR SHAKE ANGLE RIGHT	1	0.5	0.4	0.25	0.475	0.2375
AR SAND	0.65	0.325	0.26	0.1625	0.3087	0.15435
AR CONC	0.65	0.325	0.26	0.1625	0.3087	0.15435
RIVERSTONE	1	0.5	0.4	0.25	0.475	0.2375
CONTOUR	1	0.5	0.4	0.25	0.475	0.2375
PEA GRAVEL	0.8	0.4	0.32	0.2	0.38	0.19
BARK MULCH	1.2	0.6	0.48	0.3	0.57	0.285
GROUNDCOVER	0.09	0.45	0.36	0.225	0.04275	0.021375
FLOWERS 1	1	0.5	0.4	0.25	0.475	0.2375
FLOWERS 2	0.65	0.325	0.26	0.1625	0.30875	0.154375
WOOD DECK	0.3	0.15	0.12	0.075	0.1425	0.07125
FIELDSTONE	1.5	0.75	0.6	0.375	0.7125	0.07125
FLAG RANDOM	1.5	0.75	0.6	0.375	0.7125	0.07125
FLAG ANGULAR	1.5	0.75	0.6	0.375	0.7125	0.07125
FLAG SQ DRY	1.5	0.75	0.6	0.375	0.7125	0.07125
FLAG SQ WET	1.5	0.75	0.6	0.375	0.7125	0.07125
TUMBLED A	0.65	0.325	0.26	0.1625	0.2969	0.14845
TUMBLED B	0.65	0.325	0.26	0.1625	0.2969	0.14845
TUMBLED BOND	0.9	0.45	0.36	0.225	0.4275	0.21375
TUMBLED HRBN	0.6	0.3	0.24	0.15	0.285	0.1425
CLASSICO FAN	x=1.4 y=1.0	x=.8 y=.5	x=.56 y=.4	x=.4 y=.25	x=0.665 y=0.475	x=.3325 y=.2375
STONEHENGE A	0.52	0.26	0.208	0.13	0.247	0.1235
STONEHENGE B	1	0.5	0.4	0.25	0.475	0.2375
STONEHENGE C	1.14	0.57	0.456	0.285	0.5415	0.27075
STONEHENGE D	1.14	0.57	0.456	0.285	0.5415	0.27075
STONEHENGE E	0.65	0.325	0.26	0.1625	0.30875	0.154375
STONEHENGE F	1.52	0.76	0.608	0.38	0.722	0.361
STONEHENGE G	0.96	0.48	0.384	0.24	0.456	0.228
STONEHENGE I	0.74	0.37	0.296	0.185	0.515	0.2575
OLD GR COB-E	1.7	0.85	0.68	0.425	0.8075	0.40375
OLD GR COB-G	1.26	0.63	0.54	0.315	0.64125	0.320645
UNI BRUSSELS H	0.8	0.4	0.32	0.2	0.38	0.19
UNI BRUSSELS P	3	1.5	1.2	0.75	1.425	0.7125
UNI BRUSSELS Y	x=.72 y=1.4	x=.36 y=.52	x=.288 y=.28	x=.18 y=.26	x=0.342 y=0.3325	x=.175 y=.16625
SER 3000 G	1.26	0.63	0.504	0.315	0.5985	0.29925
SER 3000 I	1.14	0.57	0.456	0.285	0.5415	0.27075

Drawing Scale =	1/4"	1/8"	1/10"	1/16"	1/100	1/200
SER 3000 F	0.09	0.45	0.036	0.225	0.04275	0.021375
IL CAMPO A	0.72	0.36	0.288	0.18	0.342	0.171
IL CAMPO B	0.54	0.27	0.216	0.135	0.2565	0.12825
IL CAMPO C	1	0.5	0.4	0.25	0.475	0.2375
IL CAMPO D	0.52	0.26	0.208	0.13	0.247	0.1235
IL CAMPO E	0.52	0.26	0.208	0.13	0.247	0.1235
IL CAMPO F	2	1	0.8	0.5	0.95	0.475
IL CAMPO G	1.24	0.62	0.456	0.31	0.5415	0.27075
IL CAMPO H	x=2.6 y=1.2	x=1.3 y=.6	x=1.04 y=.48	x=.63 y=.3	x=1.235 y=.57	x=.6175 y=.285
IL CAMPO I	x=1.47 y=1.15	x=.735 y=.575	x=.696 y=.46	x=.368 y=.289	x=0.8265 y=0.54625	x=.41325 y=.2731
IL CAMPO J	3	1.5	1.2	0.75	1.425	0.7125
IL CAMPO GRN-	0.82	0.41	0.328	0.205	0.3895	0.19479
ILCAMPO GRN	x=.86 y=.65	x=.43 y=.325	x=.344 y=.26	x=.215 y=.1625	x=0.4085 y=0.30875	x=.20425 y=.154375
UNIGR C	0.39	0.195	0.156	0.0975	0.18525	0.092625
UNIGR E	0.5	0.25	0.2	0.125	0.2375	0.11875
OLD VILL B	0.65	0.325	0.26	0.1625	0.30875	0.154375
HOLL STN B	0.33	0.165	0.132	0.0825	0.15675	0.078375
HOLL STN E	0.33	0.165	0.132	0.0825	0.15675	0.078375
HOLL STN F	0.33	0.165	0.132	0.0825	0.15675	0.078375
UNI ANCH	0.29	0.145	0.116	0.0725	0.13775	0.068875
UNI COB	0.37	0.185	0.148	0.0925	0.17575	0.087875
SER 3000 A	0.9	0.45	0.36	0.225	0.4275	0.21375
SER 3000 B	0.9	0.45	0.36	0.225	0.4275	0.21375
SER 3000 C	0.59	0.295	0.236	0.1475	0.28025	0.140125
SER 3000 D	0.9	0.45	0.36	0.225	0.4275	0.21375
TUM DIAG SQUARE	0.34	0.17	0.136	0.085	0.1615	0.08075
DIAG SQUARES	0.34	0.17	0.136	0.085	0.1615	0.08075
PAVERS BOND	0.8	0.4	0.32	0.2	0.38	0.19
OCTAGON	0.18	0.09	0.072	0.045	0.0855	0.04275
PAVERS RNDM	0.18	0.35	0.028	0.175	0.03325	0.066625
DURA-MAT	0.18	0.9	0.72	0.045	0.855	0.4275

A

Activation
- Activating your software *2.2*
- Deactivating your software *2.3*

Adding Plants
- By Searching across dynascape.com *12.9*
- Downloading *12.11*
- Importing a list *12.15*
- Manually *12.20*

Adobe PDF
- Saving as *14.13*

Advanced searching for plants *12.36*
Aligning Objects *7.14*
Along an Existing Line *7.17*
Arc
- Tools *6.39*

Arcs
- Between Two Locations *6.41*
- Between Two Locations Defining the Chord *6.39*
- Drawing *6.39*
- Inserting *6.40*
- Tangent to Two Locations *6.42*
- Through Three Locations *6.41*
- Using an Outside Tangent to an Entity *6.43*
- Using Bearings to Draw Property Lines *6.43*

Area
- Measuring Tools *7.38*

Around a location *7.11*
Auto Minimize *12.42*
AutoCAD Drawings
- Exporting to DWG Format *17.10*
- Importing
  - Editing *17.6*
  - Resizing *17.5*
  - Troubleshooting *17.8*
- Importing a DWG or DXF *17.2*

AutoCount *12.43*
Autosave Command *2.44*
- Accessing *4.4*

B

Backup File *15.51*
Bearings
- How to draw with bearings *6.8*
- Property Lines with Arcs *6.43*
- Using DMS (degrees, minutes, seconds) *6.8*

Best practices *13.2*
Break Lines
- At a Location *7.32*
- At a Specific Length *7.36*
- At an Incremental Distance *7.35*
- At Closest Intersection *7.31*
- At Corner Intersection *7.33*
- At the Intersection of Another Line *7.34*
- Between Selected Lines *7.33*
- Dividing *7.31*
- Into ‘n’ Number of Equal Segments *7.34*

Building Outline Tool *6.18*
- Closing *6.23*
- How to use *6.20*

Button Bars
- Introduction to *2.22*

By angle *7.12*

C

Calculating Area *7.38*
Calculating Length *7.42*
Calculators
- About *6.2*

Changing Paper Size *4.9*
checking for *1.11*
Circles
- Drawing *6.48*

Closing
- Closing your work *2.45*
- Exiting *2.45*

Clustering *15.52*
- Figures, Non-overlapping *11.9*
- Figures, Steps *11.9*
- Library Figures *11.8*
- Why Figures Disappear *11.11*

Clustering Library Figures *11.8*, *15.52*
- Before clustering *11.8*
- Computer very slow *11.10*
- Step-by-step *11.9*
- Symbols that change appearance *11.10*

Color Figures
- Background Color *4.16*

Colorable Figures *11.19*
Command
- Redo *2.44*

Command Alias
- Control codes *4.8*, *9.33*
- Creating *4.7*
- Creating new text alias’ *9.32*
- Definition *4.5*
- Examples *4.5*
- Syntax *4.8*
- Syntax for text alias’ *9.33*

Command Line Interpreter (CLI)
- and the prompt line *2.20*
- Display *2.20*

Measuring Tools and the CLI *2.21*
Opening, Closing *2.20*
Re-sizing *2.21*
Scrolling *2.20*
Commands
Disappearing *2.15*
Instream *4.35*
Undo, Redo *2.44*
Constraints
Disengaging *2.26*
Converting
A drawing to Version 5 (and newer) *3.7*
Converting drawings to AutoCAD *17.10*
Converting to DWG *17.10*
Coordinate Tracking Panel *15.21*
Uses *4.34*
Copy Toggle
About *2.26*
Copying into a New DynaSCAPE Prototype *18.14*
Corner Radius *6.49*
Associate to reference entities *6.49*
Trim reference entities *6.49*
Creating a Material List
From a Drawing *12.74*
Creating Custom Figures *11.14*
Creating Custom Titleblocks *18.5*
Cursor Movement
Constraints *2.25*
Custom Images
For My Plants *12.28*

D

Data Selection
By Layers *10.8*
Filters *10.7*
Using Modes *10.9*
Data Selection Panel *4.33*
Deleting a Drawing *2.46*
Design Labels
Creating *12.61*
For takeoffs only *12.66*
Function of *12.64*
Hardscapes *16.7*
Inserting *12.63*
Linking to a Material or Kit *12.67*
Setting up your list *12.60*
Design Mode *5.14*
Differences Between a 4.x and a 5.x (and newer) drawing *3.8*
Dimension *7.53*
Inserting a horizontal *7.47*
Inserting a horizontal baseline *7.49*
Inserting a linear *7.46*
Inserting a radius *7.51*
Inserting a vertical *7.48*
Inserting a vertical baseline *7.50*
Dimension Mode *5.14*
Dimension Settings
Changing *4.27*, *9.26*
Dimension Text
Changing global settings *4.26*, *9.26*
Display
CLI Full-size, Normal-size *2.20*
Distance tracking tool *15.21*
Dividing Lines *7.31*
DMS
Degrees, minutes, seconds *6.8*
For property lines *6.8*
Property lines with arcs *6.43*
Drafting the Base Plan *15.3*
Draw a Line *6.6*
Draw Toolbox *6.4*
Drawing
Arcs *6.39*
Building Outline *6.18*
Building Outlines *6.18*
Circles *6.48*
Corner Radius *6.49*
Creating new *2.4*
Ellipses *6.60*
Goes Blank *5.17*
Hedges *7.17*
Points Along a Line *7.19*
Polylines *6.28*
Soldier courses *7.17*
Drawing Limits *2.6*
Drawing Lines *6.5*, *6.6*, *15.21*
Bearings *6.8*
Building Outline tool *15.5*
Close Polyline *6.28*
Filleting corners *6.49*
Freehand *6.5*
Horizontal *6.10*
Inserting a line from a tangent *6.16*
Inserting lines perpendicular to *6.14*
Inserting parallel lines *6.13*
Parallel to Another Line *6.13*
Perpendicular to Another Line *6.14*
Polyline snapped orthographically, freehand (sketch) *6.32*
Polyline, auto bulge *6.29*
Polyline, freehand insertion *6.33*
Polylines, clockwise bulge *6.29*
Polylines, start angle *6.29*
Smooth Polyline *6.28*, *15.34*
Snapped horizontally, vertically *6.12*

Snapped Vertically or Horizontally *6.12*
Tangent to an Arc *6.16*
Tangent to Two Arcs *6.15*
Using a tangent *6.15*
Using the modifier box *6.5*
Vertical *6.11*
Drawing Navigation *2.37*
Drawing Page
Architectural Format *4.12*, *6.3*
Background color *4.15*
Changing Drawing Scale *4.9*
Color List *4.16*
Data format settings *4.11*
Entering fractions, compound numbers *4.12*, *6.3*
Entity drawing controls *4.24*
How to see inference locations *4.21*
Inference Settings *2.24*, *4.18*
Sheet size settings *4.9*
Viewing Drawing Settings *4.9*
Drawing Polygons *6.36*
Drawing Rectangles *6.34*
Drawing shapes
Circles *6.48*
Drawing squares *6.34*
Ellipses, about *6.60*
Polygon tool *6.36*
Rectangle Tool *6.34*
Drawing Units
Viewing and Changing Units *4.10*
Drawings
Opening a Version 2.0/2.5 *3.4*
Opening Project Bundle *3.4*
Working with Multiple drawings *3.3*
DynaSCAPE Drawings
Conversion *3.5*

E

Editing Label Text Settings *4.26*, *9.26*
Editing Leader Settings *4.29*, *9.28*
Editing lines
Dividing tool *7.31*
Trimming, Extending *7.24*
Editing Modes *5.16*
Editing objects
Aligning other objects or lines *7.14*
Inserting points along a line *7.19*
Mirroring *7.8*
Move, Copy *7.2*
Offset tool *7.4*
Offsetting objects along a line *7.17*
Rotating *7.11*
Scaling *7.6*
Ellipses *6.60*
Entering Lengths
With Feet and Inches *4.12*, *6.2*
With Feet Only *4.12*, *6.2*
With Feet, Inches and Fractions *4.12*, *6.3*
Entity Filters *10.7*
Environment Menu *4.11*
Erasing Objects *8.2*
Estimating Labels *12.71*
Exploding
Grouping exploded objects *7.10*
Objects *7.9*
Exporting
Drawings to AutoCAD *17.10*
Extending Lines *7.25*

F

Favorites
Plants *12.33*
Figure Clustering
About *11.8*
Figure Library
Activating *11.28*
Figures
About layers in figures *11.15*
Activate a New Figure Library *11.28*
Adding new to a library *11.21*
Adding new to the Active Library *11.23*
And the Library Manager *11.26*
Autocount Command *11.18*
Closeup View *11.3*
Clustering ring *11.18*
Color Figures *4.16*
Creating a Colorable Figure *11.19*
Custom libraries disappear *11.12*
Defined *2.32*
Edit Entity Attribute panel *11.16*
Editing with Grips *8.4*
Favorites sidebar folder *2.34*
Figures Sidebar Folder *11.2*
Ghost image of *11.5*
How figures are made *11.15*
Inference Engine, effect *4.22*
Libary Layer Override *11.29*
Libraries are missing *11.12*
Library Manager *11.26*
Modes *11.15*
Navigating libraries *11.2*
Positioning controls *11.32*
Removing Libraries from sidebar *11.27*
Reordering Figures in the Sidebar Folder *11.32*
Re-sizing on Insertion *11.6*
Selecting *11.2*
Shrub/Tree markers *11.21*

Sidebar Folder *2.32*
Testing New Figures *11.24*
the Cluster ring *11.19*
Viewing larger size thumbnail *2.34*
File Extensions
Resetting Windows to show *3.13*
File Management
Current version vs. earlier versions *3.12*
Methods *3.12*
Saving Old Drawings *3.12*
Finding Plant
in the Plant List Editor *12.31*
Finding Plants
Advanced search filters *12.36*
Finding Plants for Labeling *12.34*
Fonts
Preloaded fonts *5.10*
Fractions
Entering fractions and inches *4.12*, *6.3*

G

Generic Patterns (sections)
Methods *6.52*
Getting Started *2.2*, *11.2*
Global Text
Changing Settings *4.24*
Changing text size and font *4.25*, *9.24*
Dimension settings (text with leaders) *4.27*, *9.26*
Grid, Axis and Snap Tool Settings *4.13*
Grips
Using Grips to Edit Entities *8.3*
Groundcover
Patterns *15.47*
Grouping Objects
Into a Named Subfigure *7.10*

H

Hardscape Labels *16.7*
Hardscape Labels (Design Labels - v5) *12.60*
Hatch Pattern Scale Chart *18.15*
Hatch Patterns *6.51*
About *6.53*
Color by layer *6.57*
Excluding areas *6.58*
For Groundcover *15.47*
Grouping *6.53*
Hatch Picker *6.53*
How to Use *6.55*
Inserting *6.54*
Multiple Libraries *6.53*
Random-spin *6.53*
Tools *6.53*
Hatches *6.51*
Hatching Patterns
Borders and Patterns *15.27*
Hidden (Nested) tools *6.5*
How to
Convert a Drawing to Version 5 Format *3.9*
How to Show File Extensions *3.13*

I

Images
File Types *13.2*
Finding and Inserting for Plants *13.4*
Rasters
About *13.2*
Automatic Naming Scheme *13.3*
Changing Assigned Name *13.19*
Changing Visibility *13.20*
Editing or Removing *13.19*
Fitting to a Rectangle *13.3*
Inserting *13.3*
Inserting from a File *13.13*
Moving and Resizing *13.15*
Printing Drawings Containing *14.6*
Resizing Surveys to Drawing Scale *13.17*
Supported File Types *13.13*
Tools specific to *13.2*
Transferring DynaSCAPE Drawings *13.3*
Troubleshooting *13.14*
Rasters, Revising inserted images *2.35*
Imaging Sidebar Folder *2.35*
Important *11.22*
Importing *17.13*
Importing a List *12.15*
Importing an AutoCAD Drawing *17.2*
Importing DWG & DXF Files *17.2*
Inference *2.24*
Keyboard shortcut *4.21*
Sample, types *4.20*
Setting on Temporarily *4.21*
Setting to run continuously *4.21*
Settings *15.6*
Toggle Button *4.21*
Insert an Angle *7.53*
Inserting
plant labels *12.42*
Inserting Images *2.35*, *13.3*
Inserting Patterns
Complex areas *6.57*
Inserting Text
About, settings for *9.3*
Leader attributes *9.13*

Leadered *16.15*
Without Leaders *16.12*
Installation
Anti-virus and anti-spyware applications *1.6*
DynaSCAPE Design *1.7*
Pre-Installation Checklist *1.6*
Serial Numbers *1.9*
Your System Information *1.5*
Internet Updates *1.11*
Isolating layers *17.6*

J

Joining Lines *7.23*
JPEG
Saving as *14.10*

K

Keyboard Shortcuts
Command Aliases *4.5*
Text Shortcuts *9.32*
Keyed Labeling *12.50*
Components *12.50*
How to use *12.50*
Revising *12.52*
Setting Text and Key size *12.52*
Keyed Labeling (leaderless) *12.52*

L

Label Text Settings
Changing global *4.26*, *9.26*
Labeling
Design Elements *16.7*
Plants *12.2*
Using Cost Book Items *12.71*
Using Legacy Q/M *12.71*
Using Manage Online *12.71*
Using Price List Items *12.71*
Labeling Plants
Advanced searching *12.36*
Finding *12.34*
Veiwing Details *12.39*
Labels
AutoCount *12.43*
For Estimating *12.71*
Plants *16.2*
Softscape *12.42*
Layers *17.6*
Edit Active List of *5.5*
For Temporary Elements *10.9*
Introduction *5.3*
Layer Controls *10.6*
Layers Table *2.30*
Locking a Layer *10.6*
Revising the Layer of an object *5.4*
Setting the active layer *5.3*
Visibility by mode *5.14*
Leader Text
Global settings *4.29*, *9.28*
Revising *9.21*
Revising a Single Label *9.21*
Revising Multiple Labels *9.22*
Leaders
Changing the Arrow Style *4.31*, *9.30*
Global settings *4.27*, *9.26*
Legacy *12.71*
Libraries fail to load *11.12*
Library Figures
Activating Libraries *11.28*
Adding A Figure to a Library *11.21*
Before Adding a New Figure *11.15*
Creating Hedges *15.43*
Ghost image of *11.5*
Inserting into drawings *11.3*
Insertion into drawings *15.40*
Ordering Controls *11.32*
Rotation *11.4*
Scaling *11.4*
Width of, height of *11.4*
Library Manager
and Figure Management *11.27*
Controls *11.27*
Lines
Changing colors *5.11*
Color, about *5.11*
Creating new styles *5.6*
Drawing *6.5*
Drawing, Editing *6.5*
Editing with Grips *8.4*
Freehand drawn *6.5*
Line weight, about *5.8*
Style *5.6*
Trimming *15.14*
Using the Modifier *6.5*
Lineweights
Presets, Limitations *5.8*
Linking a Design Label *12.67*
Lot Plans
Scanning Tips *13.21*

M

Making backup files *3.15*
Manage Website
Connecting to Manage360 *12.4*
Manage360
Estimating Labels *12.71*
Exporting a Quote *12.80*
Manage360 Linking

To a Material or Kit *12.67*
Markers
The purpose of Markers *11.21*
Matching Plants
To the Online Plant Database *12.22*
Using the Batch Matching Wizard *12.24*
Material List
Exporting *12.74*
Measuring Area
By Drawing a Closed Polyline *7.38*
By Selected the Boundary *7.39*
By Selecting an Interior Location *7.40*
Measuring Distance
Between Two Locations *7.42*
Measuring Length
Of Selected Lines *7.43*
Measuring Perimeter
Of Selected Lines *7.43*
Measuring Tools
Command Line Interpreter, where results are displayed *2.21*
Measuring Units
Set to Architectural *4.12*, *6.2*
Set to Decimal *4.12*, *6.3*
Menus
About *4.2*
Environment *4.3*
Tools menu *4.33*
Mirroring Objects *7.8*
Modes
About *5.13*
All Layers On *5.15*
And the Select/Revise toggle *2.31*
Color Layer Mode *5.16*
Color Ready Mode *5.15*
Color Setup Mode *5.15*
Design Mode *5.15*
Design No Shadows Mode *5.14*
Dimension Mode *5.15*
Editing *5.16*
Grading Mode *5.15*
Hardscape Takeoff Mode *5.15*
Irrigate and Piping *5.15*
Lighting, Wiring *5.15*
List *2.30*
On-Site Plants *5.16*
Perennials *5.16*
Quick Text *5.16*
Review Mode *5.16*
Rocks *5.16*
Shrubs *5.16*
Softscape Mode *5.15*
Temp *5.16*
To Isolate Layers *10.9*
Trees *5.16*
Why drawings can go blank *5.17*
Modifier Panels *2.14*
About *6.2*
For other toolboxes *2.15*
Mouse and Keyboard Conventions *1.2*
Move or Copy objects
By a specific distance *4.34*
Moving and Copying Objects *7.2*
My Local Plant List
Adding plants *12.9*
My Plant List
Creating *12.8*
My Plants
Using Custom Images *12.28*

N

Navigation *2.37*
New Drawing
Prototype *15.3*
no leader *9.17*
North Arrow
Inserting *15.57*

O

Object Snaps (see Inference Settings) *2.24*, *4.18*
Objects
Deleting *8.2*
Manipulating grips *8.4*
Revising appearance *8.7*
Stretching *8.3*
Using Right-to-Left selection window *10.4*
Offset
Lines by an Absolute Parallel Distance *7.4*
Offsetting Figures *7.17*
Online Plant Database
Matching plants *12.22*
Opening
A version 4 drawing in version 5 (and newer) *3.7*
Opening a drawing *3.2*
Drawing won't open *3.5*
Establishing the active drawing *3.3*
Opening from a previous version *3.4*
Samples *3.2*
Opening Multiple Drawings *3.3*
Output Colors
Changing to Black *14.8*
Changing to black *14.12*
Overview Panel *4.35*

P

Panning *2.40*
Panning Using the Mouse Wheel *2.37*
Pattern Scale Chart *18.15*
Patterns
- About Section Patterns *6.51*
- Hatches and Generic Patterns *6.51*
- How to insert *6.55*
- Inserting Generic Patterns (Sections) *6.51*, *15.33*
- Section Picker *6.51*

PDF
- Saving as *14.13*

Performance Settings *4.23*
Placing *12.42*
Plant Images
- Finding and Inserting *13.4*
- Moving *13.15*, *14.6*
- Moving With a Border *13.15*
- No Images Found *13.12*
- Placing *13.6*
- Printing in Color *13.21*, *14.6*
- Removing *13.19*
- Searching by Label *13.11*, *16.17*
- Searching for Custom Images *13.9*
- Searching for Plants at dynascape.com *13.4*
- Searching for Plants in My Plants *13.7*

Plant Label Panel *12.7*
Plant Labels
- AutoCount *12.43*
- Auto-Minimize *12.42*
- Auto-Rounding *12.42*
- Keyed Labels *12.50*
- Labeling Styles *12.49*
- Layer Override *12.43*
- Measuring Tools *12.43*
- Placing labels *12.42*
- Plant Schedules *12.54*
- Quantity *12.43*
- Settings *12.47*
- Text and Key Size *12.52*
- The Plant Labeling Panel *12.2*

Plant List Editor
- Adding prices *12.31*
- Adding sizes *12.29*
- Favorites *12.33*

Plant Picture Catalogue
- Creating *12.84*, *16.22*

Plant Schedules
- Inserting *12.54*
- Line Thicknesses *12.59*
- Remarks Column Text *12.57*
- Updating *12.57*

Plant Searching
- Rules *12.35*

Plant Sizes *12.29*
Plants
- Adding Prices *12.31*
- Adding sizes *12.29*
- Adding to My Local Plant List *12.9*
- Creating a Database of Plants *12.8*
- Creating a List of Favorites *12.33*
- Creating a Picture Catalogue *12.84*, *16.22*
- Downloading from Dynascape.com *12.11*
- Exporting a material list *12.74*
- Finding plants for Labeling *12.34*
- Matching to the Online Plant Database *12.22*
- Plant List Editor *12.8*
- Searching *12.35*
- Searching by Filtering *12.36*
- Viewing at DynaSCAPE.com *12.40*
- Viewing Plant Details *12.39*

Polygons
- Drawing *6.36*

Polylines
- About, Inserting *6.28*
- Drawing *6.28*
- Editing with Grips *8.4*
- For Plant Bed Lines *15.34*
- Turning Lines and Arcs into Polylines *7.23*

Printing *4.17*
- Black and White *14.2*
- Color Images *14.6*
- Missing Figures *14.9*
- Prints Are Too Light? *14.16*
- Sending to a Print Shop *14.16*
- Using Output Colors *14.7*
- With Images *13.21*, *14.6*

Printing your Drawing *16.25*
Program overview *2.7*
Program Titlebar
- About *2.19*

Program Window
- Dragging Panels *4.35*
- Overview *2.5*

Project Management Files
- Deleting old files *3.5*

Prompt Line *2.19*
Prompts
- Command Line Interpreter (CLI) *2.20*

Property Lines
- Drawing Arcs *6.43*
- Using bearings *6.8*

Prototypes
Changing background color *4.16*
Constraint Defaults *2.25*
Creating Custom *18.2*
Drawing Limits *2.6*
Drawing Names explained *2.4*
Drawing Scale *2.5*
Global Settings *4.24*
New Drawing window *2.4*
Opening a prototype (template) *2.4*
Selecting *2.5*
Understanding *2.5*

Q

Q/M Linking
To a Material or Kit *12.67*
Quantity
Entering Manually *12.44*
Using Measuring Tools *12.43*
Quotes
Before you create an estimate *12.77*
Creating a Material List *16.20*
Creating a Quote (with Manage or Q/M) *12.77*
Exporting to Legacy Q/M *12.80*
Exporting to Manage360 *12.80*
Grouping Labels *12.77*
Work Areas or Phases *12.77*

R

Raster *6.22*
Raster Images *13.2*
About *13.2*
Automatic Naming Scheme *13.3*
Changing Assigned Name *13.19*
Changing Visibility *13.20*
Editing or Removing *13.19*
Fitting to a Rectangle *13.3*
Inserting *13.3*
Inserting from a File *13.13*
Moving and Resizing *13.15*
Printing Drawings Containing *14.6*
Removing a Raster Image *13.21*
Resizing Surveys to Drawing Scale *13.17*
Supported File Types *13.13*
Tools specific to *13.2*
Transferring DynaSCAPE Drawings *13.3*
Troubleshooting *13.14*
Types *13.2*
Rasters Images
Scanning Lot Plans *13.21*
Rectangles
Drawing *6.34*
Registry Cleanup
Effects on toolbars *2.18*, *11.4*, *11.19*, *11.29*
Potential Problems With *2.18*
Re-sizing
Objects by Scale Ratio *7.6*
Re-sizing figures *11.6*
Resource Files
How to find *3.16*
Restore Previous Zoom Level *2.39*
Revising
Text (no leader) *9.17*
Text with a Leader *9.21*
Revising Objects
Appearances and Settings *8.7*
Revising Entities Within A Figure *8.10*
Using the Edit Entity Attributes Panel *8.8*
Using the Revise Entity Attributes Tool *8.9*
Using the Settings Tables *8.7*
Revising Text *9.17*
Rotating figures *11.6*
Rotating Objects *7.11*, *7.12*

S

Saving *15.51*
Creating Backup Files *3.15*
Saving your work *2.41*
Saving As
Choosing Image File Type *14.10*
PDF or JPEG Image *14.10*
Saving as a JPEG *14.10*
Saving as an Adobe PDF *14.13*
Saving Drawings *2.41*
File path length *2.43*
Opening and saving *2.41*
Over a Network *2.42*
To a Removable Storage Device *2.42*
Using the Autosave Command *2.44*
Scaling Objects
In a Drawing *7.6*
Scroll the Drawing Using Two Locations *2.40*
Scrolling
Figure Library scrolling through *2.33*
Tables & Lists *2.30*
Through hidden tools *2.12*
Using the Overview Panel *4.35*
Zooming, Scrolling *2.23*
Searching for Plants *12.35*
Selecting Objects *10.2*
By Clicking on Them *10.2*
Using a Left-to-Right Window *10.3*
Settings

Changing on the Fly *4.3*
Shortcuts
Text *9.32*
Sidebar
About, Folders *2.26*
DynaSCAPE *2.26*
Favorites *2.26*
Figures *2.26*
Site Capture Pro *17.13*
Skewing figures
Distorting shape *11.7*
Snap Lines Orthographically
Building Outline Tool *6.22*
Snap Toggles (location)
Grid, Axis, Snap *2.24*
Snaps (see Inference Settings) *2.24*, *4.18*
Softscapes
Searching
Advanced Options *12.39*
Software Activation *2.2*
Symbols *15.52*
Adding a Figure to a Library *11.21*
Creating a Custom Library Figure *11.14*
Symbols sub-folder *11.27*
Syntax
Entering fractions *4.12*, *6.3*
System Requirements *1.4*

T

Tab
And Modifier Panels *2.15*
Tables and Modes
About *2.30*
Controlling modes *2.30*
Editing active lists *2.32*
Select, Revise Toggles *2.31*
Templates
Prototype drawings *2.4*
Text
Attached to a Leader *9.13*
Attached to a Leader Tool, using *9.15*
Changing Global settings *9.24*
Editing with Grips *8.4*
Insert Above Existing Text *9.7*
Insert Text Extracting the Attributes of Existing Text *9.9*
Inserting *9.5*
Inserting (no leader) *9.3*
Inserting (with a leader) *9.13*
Inserting Between Three Points *9.5*
Inserting Parallel to a Line *9.6*
Inserting Text along a Flowing line *9.11*
Inserting Text Below Existing Text *9.8*
Modifier Panel Options *9.3*
Nodes, Inserting into *9.10*
Revising (no leader) *9.17*
Revising Text with a Leader *9.21*
Text Shortcuts *9.32*
Text Settings
Changing Global dimension settings *4.27*, *9.26*
Labelling *4.26*, *9.26*
Revising attributes *9.17*
Text Types *9.2*
The Plant List Editor *12.8*
Multiple Lists *12.32*
Titleblocks
Creating Custom *18.5*
Inserting *15.54*
Inserting the Text *15.54*
Rules About *15.56*
Toggle Bar
About *2.23*
Tool Panels
Working with *2.14*
Tool Settings
For Grid, Axis and Snap *4.13*
Toolboxes
Adding Tools *18.9*
Creating New *18.12*
Customizing *18.9*
Displaying nested (hidden) tools *2.11*
Editing Existing *18.9*
Finding other tools *2.9*
Floating panels *2.14*
Modifier Panels *2.14*
Nested tools, Hidden tools *2.11*
Operation of *2.8*
Resizing *2.9*
Rolling-up, Rolling-down *2.8*
Switching (Rolling-Over) *2.9*
Switching Tools *2.9*
Visibility of panels *2.17*
Top Button Bar *2.22*
Tracing rotated *6.22*
Triangulation *15.18*
Triangulation Measurements *15.18*
Trim
Between selected Lines *7.26*
Trim (clip) Lines
To Closest Intersections *7.24*
Trim alternate segments *7.24*
Trim Lines
By a Specific Distance *7.28*
Trim or Extend Lines *7.25*
To a Specific Length *7.29*
To Another Line *7.27*
To Form a Corner *7.26*

Trim Using Alternate Segments *7.25*
Trimming and Extending
Tools *7.24*
Troubleshooting AutoCAD Importing *17.8*

U

Updates *1.11*
Updating (converting) a drawing to version 5 (and newer) *3.7*
Updating DynaSCAPE *1.11*
User Interface
Overview *2.7*
User Profile
Setting-up *4.4*
Using Custom Images *12.28*

V

Views
Design, Dimensioned *5.14*
Visibility toggles
Options *2.15*

W

Windows setup program *2.2*
With Screen Colors *4.17*
Work Areas
Creating *12.77*
Working with multiple drawings *3.3*

Z

Zoom *2.39*, *2.40*
Zoom Database Extents to Best Fit *2.39*
Zoom Drawing Limits to Best Fit *2.38*
Zoom in on the Drawing *2.39*
Zoom the Drawing Out *2.40*
Zoom the Drawing using a Window *2.40*
Zoom Tools *2.37*
How to use the *2.37*
Where to Find *2.23*
Zooming
Panning using the Mouse Wheel *2.37*
Using the Overview Panel *4.35*
Zooming Using the Mouse Wheel *2.37*